

## Family Connection-Communities In Schools of Athens

### Board of Directors Meeting Minutes

Meeting date & location: March 24, 2022, First American Bank conference room (with one Board member and one guest joining via Zoom)

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

Board members present: Alexia Ridley (presiding), Gary Bertsch, Joan Bertsch, David Bradley, Shannon Brooks, Daniel Epting, Kelly Girtz, Donarell Green, Patrick Howard, Michaela Lawrence Jeffery, Shawanda Johnson, and Rachel Tribble

Board members absent: Erin Barger, Jane Broyles, Courtney Davis, Katrina Evans, Soraia Felgenhauer, Susan Fontaine, Jack Frierson, Aseel Mansour, Erin Thompson Podvin, Greg Roseboro, Hadiza Saar, and Jennifer Zwirn

Staff present: Executive Director Tim Johnson, Neighborhood Leaders Director Terris Thomas, Student Success Program Director Patricia Mattox, Administrative Assistant Cheri Smithson, and Neighborhood Leaders Patrick Howard and Shawanda Johnson (who are nonvoting Board members)

Guests present: Consultant Karin Douglas, Georgia Family Connection Partnership Regional Manager Sonya Hope

<b>Voting items &amp; reports</b>	
<b>Agenda item</b>	<b>Motion/action or report</b>
Opening	Alexia welcomed everyone and introduced our new administrative assistant, Cheri Smithson. Alexia reminded everyone of the new meeting format and encouraged Board members to email bright spots for future Board meetings.
Program/Project Report	Tim briefly shared the process followed by our Strategic Action Teams in developing our Annual Athens Community Plan for Children.
Staff reports	Written reports from Patricia, Terris, and Tim were emailed and printed copies provided.
Minutes	Secretary Joan Bertsch presented the minutes of the January Board meeting (which had been emailed previously). There was a motion to adopt the minutes as circulated, it was seconded, and it was unanimously approved.
Finance Committee	Treasurer Jane Broyles emailed draft Finance Reports to all Board members.
Board Development Committee, Communications Committee, Resource Development Committee, Programs & Partnerships Committee, Executive Committee	Written reports from Committees were shared (printed and emailed)
Succession Planning Committee	Board Vice President Shannon Brooks reported that the Executive Committee approved establishment of an executive director Succession Planning Committee and she agreed to chair it. She said that Executive Committee members have agreed to serve and asked for others to join as well. She shared a “Nuts and Bolts of Departure-Definted Succession Planning” from the Annie E Casey Foundation. She recommends that the Committee develop a comprehensive Succession Plan including step by step timeline within 6 months, then implement the plan over the period before Tim’s retirement (June 30, 2024).

	<p>She emphasized that this is extremely important, among the most important functions of a Board of Directors. Comments from Gary Bertsch, Kelly Girtz, Patrick Howard, David Bradley, Daniel Epting, and others reinforced that point.</p> <p>Karin Douglas and Sonya Hope offered to assist in the process, gratefully and enthusiastically accepted.</p> <p>Shannon, Kelly, and Karin emphasized that as part of the process, this gives the opportunity and the need for a “big picture” review of the organization, its mission, where it’s been/where it is/where it’s going.</p> <p>Rachel suggested that Tim begin a “year-in-the-life book” that lays out, month by month, the work. Tim agreed that was a good idea and will begin a notebook to that effect.</p> <p>Shannon anticipates that the Committee will meet “at least monthly, possibly bimonthly” to do its work.</p> <p>The full Board will be actively involved, with the Committee defining and guiding that process.</p>
Board Development Committee	<p>Chair Gary Bertsch requested feedback on each of several possible Board nominees suggested by Board members and narrowed by the Board Development Committee. All listed nominees were praised; some were said not to be available or to have potential conflicts of interest. After the review, a few other potential nominees were also suggested for consideration.</p> <p>Gary will reconvene the Board Development Committee to present its recommendations to the full Board.</p>
Adjournment	<p>A motion was made, seconded, and unanimously approved to adjourn the meeting at 9:50 a.m.</p>

**FAMILY CONNECTION-COMMUNITIES IN SCHOOLS OF ATHENS, INC.**

**SPECIAL CALLED MEETING MINUTES**

**MARCH 29, 2022**

A quorum of Board members were in attendance: Alexia Ridley, Michaela Lawrence Jeffery, Jane Broyles, Daniel Epting, Shannon Brooks, Courtney Davis, Xernona Thomas, Donarell Green, Jack Frierson, Katrina Evans, David Bradley, Gary Bertsch, Joan Bertsch, Greg Roseboro, Jennifer Zwirn

Michaela Lawrence Jeffery moved and Jane Broyles seconded a motion as follows:

**WHEREAS:** Family Connection-Communities In Schools of Athens, Inc desires to provide SNAP Outreach services, and

**WHEREAS:** Said corporation desires to enter a contractual arrangement with the Georgia Department of Human Services for the provision of said services; be it therefore

**RESOLVED,** That Family Connection-Communities In Schools of Athens, Inc. agrees to enter a written contract with the Georgia Department of Human Services, for the provision of SNAP Outreach services for the period beginning October 1, 2022 and ending September 30, 2023.

The Executive Director is duly authorized to execute said contract on behalf of this corporation.

The motion was unanimously approved.

There being no further business, the meeting was adjourned.