

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

Meeting date & location: April 27, 2023, Neighborhood Leaders Hub and 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, Jack Frierson, Donarell Green, Lizette Guevara, Patrick Howard, Michaela Lawrence Jeffery, Keri Massey, Stephen Nobles, Greg Roseboro, Denise Spangler, Erin Thompson Podvin, and Jennifer Zwirn. A quorum was in attendance.

A Zoom issue interrupted Paul Kurtz’s participation

Board members absent: Aseel Mansour, Kelly Girtz, Alice Kinman, and Hadiza Saar

On leave from the Board: Courtney Davis

Staff present: Executive Director Tim Johnson, Administrative Manager Cheri Smithson, Neighborhood Leaders Director Terris Thomas, and Neighborhood Leaders Patrick Howard and Lizette Guevara (Patrick and Lizette are nonvoting Board members)

Voting items & reports	
Agenda item	Motion/action or report
Opening	Lizette, Jack, and Denise shared bright spots.
Staff and Committee reports	Written reports were provided from Board committees and staff were provided and will be emailed.
Minutes	Minutes from the February Board meeting (previously circulated) were provided. A motion was made, seconded, and unanimously approved to adopt the Minutes as circulated.
Finance Committee	Keri reported that all checks require two signatures and if the check exceeds \$500, at least one of the signers has to be the Board President, Vice President, or Secretary. The amount has not been changed since it was adopted in the 1990s. David said the Chamber amount is \$5,000, and Erin said that ESP’s is higher than that before requiring a Board member signature. Keri will recommend an increase at the next Executive Committee meeting, to be recommended for a Board vote at its next meeting. Keri provided a Finance Report through March showing that overall we’re doing well financially.
Grants approval	A motion was made to approve grants received, grant applications, and if received accept grants as follows: FY 2024 SNAP grant request; FY 2024 Kirby Smart Family Foundation request; FY 2024 Family Connection request; FY 2024 Communities In Schools request; summer 2023 and FY 2024 BOOST after school funding request; FY 2023 grant and FY 2024 application for CDC funding for Drug Free Community grants; acceptance of MADE for Health Justice grant. The motion was seconded and unanimously approved.
Executive Committee proposals	After discussion of an Executive Committee proposal for the Board to meet monthly, a motion was made for the FC-CIS Board of Directors to meet monthly on the fourth Thursday at 8:30 a.m. for one hour, starting in August. It was seconded and unanimously approved. A motion was made and seconded to amend the bylaws by removing from Section 6.1 the sentence, “The Executive Director must reside in Athens-Clarke County.” The amendment was unanimously approved.

<p>Strategic Planning Committee and Executive Director Succession Subcommittee</p>	<p>Shannon updated the Board: Strategic planning launched at the full Board retreat in October. The environmental scan was completed as scheduled. The Committee has held two strategic planning mini-retreats. Consultant Sayge Medlin presented the results of the environmental scan, which confirmed a lot, and provided valuable insight (especially communications, including to explain what we do/what our mission is). The Committee began outlining the goals for the strategic plan, and has identified six goals and, in those goal areas, has begun identifying timelines, benchmarks, and related substance. It will bring it to the full Board for larger discussion, including a discussion on the relationship with Communities In Schools. It developed organizational charts, a new version of the current structure and an ideal one given the work. The latter would mean additional staff positions. “If this is the work we want to do, we must raise the funds to do it.” Daniel pointed out that one full-time position and one part-time position are funded but not filled. Tim was asked to have a draft job description for the resource development/communications position to the strategic planning committee and executive committee to review and approve at the latter’s next meeting.</p> <p>Shannon stated that the Committee’s goal is to have a draft of the strategic plan to the Board by June.</p> <p>Shannon and Keri are planning a meeting next week to discuss the executive director compensation package. Tim sent two nonprofit salary survey reports (one for Athens, the other for Georgia) to the full Board.</p> <p>Shannon shared the draft executive director job description (which was also emailed to the full Board). She feels that we are on track to having the strategic plan in place and begin recruiting for the new executive director by the beginning of September, the target date set at last fall’s Board retreat.</p>
<p>Board Development Committee</p>	<p>Gary shared that five Board members have reached their term limits and must rotate off the Board, and others are at the end of their first term.</p> <p>The Committee recommends re-election of David Bradley, Michaela Lawrence Jeffery, and Jennifer Zwirn to a second term.</p> <p>The Committee has reached out to three it identified as strong candidates and who “are enthusiastic” about joining the Board: Carl Blount, Earnest Elder, and Alison Bracewell McCullick.</p> <p>With those three recommended for re-election and three new nominees, up to six additional Board members could be elected (the maximum under the bylaws is 25).</p> <p>Sixteen potential Board members have been recommended for those six slots. After discussion of each, they were discussed as “first tier” for this year or “second tier” for future consideration. Individual Board members agreed to reach out to each of the first tier potential nominees.</p> <p>Gary requested that they do so within the next week.</p> <p>Gary also requested that potential officers be identified. Alexia (current President) and Joan (current Secretary) are among those at their term limits. Shannon is recommended as President, and Keri to continue as Treasurer (unless another Treasurer is identified, in which case she is recommended to chair Resource Development).</p>
<p>Adjournment</p>	<p>Alexia adjourned the meeting at 10:00 a.m.</p>