

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

Meeting date & location: April 25, 2024, FC-CIS Neighborhood Leaders Hub and Zoom

Draft minutes to be presented at next Board meeting by: Secretary Paul Kurtz

Board members present: Shannon Brooks (presiding), Carl Blount, David Bradley, Daniel Epting, Donarell Green, Lizette Guevara, Kevin Hagan, Chaplain Cole Knapper, Paul Kurtz, Michaela Lawrence Jeffery, Keri Massey, Alison Bracewell McCullick, Stephen Nobles, Monique Sanders, Denise Spangler, Faatimah Stevens, and Jennifer Zwirn. A quorum was in attendance.

Elected Board members absent: due to miscommunication related to the link – Alice Kinman

Staff present: Executive Director Tim Johnson, Executive Director designate Erin Thompson Podvin, Administrative Manager Cheri Smithson, Development Director Jennifer Griffith, Director of Neighborhood Engagement Terris Thomas, and Neighborhood Leaders (nonvoting Board members) Faatimah Stevens and Lizette Guevara.

Voting items & reports	
Agenda item	Motion/action or report
Opening	All were welcomed, Shannon Brooks presiding
SAT or Project Update	Executive Director Tim Johnson updated the Board on the Site Coordinator program expansion, funded through the School District and the Ballmer Group through Communities In Schools National
Staff reports	Tim provided additional updates, and Director of Neighborhood Engagement Terris Thomas provided more on the Neighborhood Leaders
Minutes	Secretary Paul Kurtz presented Minutes from the March 28 Board meeting (previously circulated). A motion to approve the Minutes as circulated was made, seconded, and unanimously approved as circulated.
Finance Committee	Treasurer Keri Massey reported that the books have been closed for FY 2022 and 2023 and are in the hands of the auditor, who has begun worked on 2022 and will do 2023 following 2022. Keri proposed a procedure providing for electronic payments (recommended for approval by the Executive Committee) that was previously circulated and is attached. A motion was made for approval, seconded, and unanimously approved. Keri provided the Finance Report through March 31 and reported that we are in good shape with cash flow, revenues, and expenses, with fiscal year 2024 revenues to date exceeding expenses by \$71,222.63
Resource Development Committee	Development Director Jennifer Griffith reported that she is looking at possible fundraising event proposals, including bringing back Dine Out For Kids, a possible barbeque tailgate in the fall, and others. She is getting proposals for a possible public relations campaign and for website updating. She has done outreach for our job openings. She has gotten new business cards for Neighborhood Leaders and is developing promotional materials and a brochure. She wants to develop a fall campaign tied to Thanksgiving to show appreciation to our donors. She worked with Neighborhood Leaders to develop a \$25,000 grant proposal to Sunlife Health for a diabetes awareness campaign for Neighborhood Leaders. Paul suggested having Neighborhood Leaders and Site Coordinators call donors to thank them for their support and describe the difference their support is making.
Board Development Committee	Committee Chair David Bradley reported that the Committee has met and identified candidates for officer positions and Board positions for the elections

	in June. They propose for officers: Keri Massey, Vice President Alice Kinman, Treasurer Carl Blount, and Secretary Paul Kurtz; all have agreed to serve. He reported that 6 current Board members will rotate off the Board. He reported that the Committee has narrowed the list of new nominees to 11 or 12 and will recommend 6 to 8 of them.
Communications Committee	Strong appreciation was expressed to Committee Chair Michaela Lawrence Jeffery for her service, especially for the newsletters. Michaela is leaving Athens in May and so will be leaving the Board. Appreciation was also expressed to Michaela for her church's strong partnership with Neighborhood Leaders, including a financial literacy workshop organized by Neighborhood Leader Faatimah Stevens and scheduled from 1 to 3 on Sunday April 28. Michaela reported that Paul Kurtz will take over as Communications Committee Chair. The first quarter newsletter was distributed.
Executive Committee	Shannon reported that there will be a "goodbye/hello" celebration – goodbye to retiring Executive Director Tim Johnson, hello to new Executive Director Erin Thompson Podvin – in June.
Adjournment	Shannon adjourned the meeting with the announcement that it was Erin's birthday, with cheesecake and a candle and singing of Happy Birthday. Keri provided celebratory bubbly drinks for the finances going to the auditor.

Procedure for electronic payments.

Superseding any prior procedures.

Unanimously approved at Board of Directors meeting April 25, 2024

Processing a request for payment is the same whether writing checks or making wire transfers or ACH (online) payments. However, the method of making the payment differs.

When making a wire transfer or ACH payment, all documentation and authorizations necessary for any disbursement should be obtained prior to making the transfer.

A paper 'e-Check' form should be developed outlining the following details:

- Name of vendor
- Payee account number with vendor
- The amount of the wire/ACH
- The date the transfer takes place
- The initials of the two persons authorizing the transfer

This process ensures that the transaction has been properly authorized prior to it taking place. Two individuals, at a minimum, should always be involved when processing electronic transactions.

Receipt for payments made online must be printed and saved as a pdf document for our records.