

**Schoharie County Community Action Program  
Board of Directors Meeting  
June 25, 2018 – Annual Breakfast**

**Attendance:**

<b>Private Sector</b>		
Member	Position	Attendance
<i>Larry Phillips</i>	<i>Treasurer</i>	Resigned 6/14/18
Rhonda Ferris	Member	excused
Jason Evans	Member	x

<b>Public Sector</b>		
Member	Position	Attendance
<i>George McDonnell</i>	<i>Chair</i>	x
Anna VanDerwerken	Member	x
Leo McAllister	Member	excused

<b>Consumer Sector</b>		
Member	Position	Attendance
<i>Dolores Jackson</i>	<i>Vice-chair</i>	x
<i>Jonathan Litzner</i>	<i>Secretary</i>	x
Judy Warner	Member	x

**Staff:** Jeannette Spaulding – Executive Director, Debbie Palmatier – Assistant Finance Director, Kim Witkowski – Assistant Finance Director, Jodi Gregory – Deputy Executive Director

**Guests:** none

**Meeting called to order at 9:25 by George McDonnell**

Kit Witkowski was introduced to the board as new Assistant Finance Director

**Approval of Minutes:** *Motion made by Dolores seconded by Jason to accept the April 2018 minutes. Motion passed.*

**No personnel or legal matters at this time.**

## **Committees of the Board:**

**Executive Committee:** No meeting held.

### **Finance & Audit Committee:**

1. Reviewed the April and May finance reports
2. A/R over 90 days was Hunger Solutions
3. A/P at 10 days
4. YTD interest payments on LOC was \$4,000+
5. Interest rate on LOC was renegotiated to a lower rate
6. Tax deposits current
7. Extension to file return has been filed
8. Auditor here in July
9. BBQ/open house net was \$1569

Motion by Jason second by Anna to accept reports – All in favor

Reviewed the proposed 2018 annual budget. Jeannette reviewed figures with the Board and explained any of the changes.

Motion by Jonathan, second by Judy to accept budget. All in favor

### **Governance & Nominating Committee:**

Accepted Larry Phillips resignation from the board in the private sector.

**Program Planning and Evaluation Committee:** Community Needs Assessment will need to be done in 2018. Creating surveys tailored to certain groups in the community.

**Personnel Committee:** will schedule meeting in the fall.

## **Committees of the Corporation:**

**Fundraising:** Jason stated College would be able to do the Culinary Event this year.

**Community Needs Assessment:** No meeting held.

**Executive Director Report:**

1. Richard will be retained as IT Consultant for SCCAP at 2 hours per pay period
2. Jeannette attended United Way Funding meetings
3. Jeannette attended the NYSCAA conference
4. Board training by NYSCAA will be held in July

**Old Business:** none

**New Business:**

1. Will need to fill the position of Treasurer since Larry has resigned

Slate of officers:

1. Resolution 03-06/18 for George McDonnell to serve as President  
Motion by Jason second by Jonathan – all in favor
2. Resolution 04-06/18 for Dolores Jackson to serve as Vice President  
Motion by Judy second by Anna – all in favor
3. Resolution 05-06/18 for Jonathan Litzner to serve as Secretary  
Motion by Anna second by Dolores – all in favor
4. Resolution 07-06/18 to remove Larry Phillips from all signatory documents and accounts  
Motion by Judy second by Jonathan – all in favor

Motion to adjourn at 10:19 by Dolores.

Respectfully submitted,

*Debbie Palmatier*

Assistant Finance Director

Next Board Meeting – July 23, 2018 at 4:30