

**Schoharie County Community Action Program, Inc.**  
**Board of Directors Meeting Minutes – February 26, 2024**

**Attendance:**

**Private Sector**

Member	Position	Attendance
Rhonda Ferris	Officer: Vice-chair	X
Amanda Fernandez	Member	X
Helen Owens	Member	X

**Public Sector**

Member	Position	Attendance
Earlin Rosa	Officer: Treasurer	E
Shane Nickle	Officer: Secretary	X
Vacancy		

**Consumer Sector**

Member	Position	Attendance
Pastor Ray Richards	Officer: Chair	X
Robin Ressler	Member	X
Vacancy		

**Guest:** None

**Administrative Staff:** Becky Foland, Deputy Exec. Director

**Department Staff:** Kelly Pitt, Energy Services Director

**Non-board member attendees:** None

**Note:** Tracking Standards, if any, in minutes are included post board meeting as part of NYS DOS ACROS/TRACS compliance monitoring.

**Meeting called to order at 5:05 PM by Pastor Ray Richards**

- Ray shared he had talked with Jeannette earlier in the day. She is doing well.
- Ray reminded board members to let Jeannette know when they are unable to attend a meeting. Tracking takes place for various reports. If no notification of inability to attend a meeting, the board member will be considered absent rather than excused.
- Ray encouraged board members to complete Anti Sexual Harassment and Board Roles & Responsibilities trainings by March 1st for ACROS.
  - Ray covered the benefits of going through the Board Roles & Responsibilities training. If having NYSCAA login issues, reach out to Ray and he will connect with NYSCAA. He shared Phoebe's email.

**Department Presentation:** None

### **Approval of January Minutes:**

*Ray asked for a motion to receive the January 2024 minutes. Motion made by Rhonda, seconded by Shane.*

Robin wanted to change a word in the minutes: When she had asked to have the floor - rather than 'resents her vote' it should read regrets her vote. [page 1 of January minutes]

Amanda had requested clarification regarding comments noted the January minutes. Ray explained that the December meeting covered compensating employees fairly while recognizing that in a small agency to keep employees you have to be competitive while at the same time the is grants can be limiting creating a push-pull. Robin's comments at the January meeting were a reflection of the tenor of that meeting. Ray stated that the board meeting should be a 'grace' space where people can share openly their thoughts and positions and feel like everyone can be heard. Ray felt that the discussion went well.

No further conversation.

*Request to approve minutes with noted change. All Ayes. Motion approved.*

**Action Items:** None

### **Committees of the Board:**

**Executive Committee:** No meeting held.

**Finance & Audit Committee:** *Reviewed Items - Finance Agenda/Reports/Agency Budget*

- **Financial Reports:** Ray provided an overview of the financial reports noting status changes on contracts.
  - Discussion:
    - CSBG 23-24 contract approved!
    - Report indicated payment still waiting on
    - Ray pointed out current ratio – looks good
    - Large payment on VISA
    - One new hire

*Ray asked for a motion to receive the monthly financial reports. Motion made by Shane, seconded by Amanda. All ayes. Motion approved.*

<b>Standard 8.7</b>	<b>The governing board receives financial reports at each regular meeting that include the following:</b> <ul style="list-style-type: none"><li><b>1. Organization-wide report on revenue and expenditures that compares budget to actual, categorized by program; and</b></li><li><b>2. Balance sheet/statement of financial position.</b></li></ul>
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**Governance & Nominating Committee:** No Meeting held.

- Ray noted vacancies on the board need to be filled in public and consumer sectors.
- Ray asked Becky about a potential member that Jeannette was checking with. No feedback yet.
  - Robin asked if there ever has been a consumer on the board. Becky stated yes.
- Jeannette and Helen still catch up on her qualifications to serve in the consumer sector.
- Ray encouraged members to be alert to people in the community who might be interested.
- Ray brought focus to filling committees. Discussion that Jeannette has assisted with a lot of board activities but will transitioning to retirement. Ray reviewed the committee list and where the need is and encouraged members to consider where they might find a fit. Ray thanked

- Rhonda for covering the personnel committee as it currently has no chair.
- Rhonda indicated the Bylaws will outline the various committees and expectation of duties.
- Copies of Bylaws provided by Becky. Ray reviewed the description of committees and their duties. Ray noted how the board needs to take a greater active role especially in light of Jeannette's transition. Ray recommended that members review and find what best fits for each member.

**Program Planning and Evaluation Committee:** No meeting held.

**Personnel Committee:** No Meeting held.

### **Committees of the Corporation:**

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

#### **Fundraising:**

- Ray relayed from Jeannette that May is Community Action Month therefore could an event take place in May to help bring attention to SCCAP. Ray reminded members that to maximize profits that use of staff should be avoided. Discussion took place regarding various BBQ vendors and related costs and profits made with others having done BBQs. Brooks, Cargies, BBQ Delights.
- Members to contact vendors regarding their availability on Friday, May 24. Amanda – Brooks, Rhonda – BBQ Delights, Ray – Cargies.
  - Discussion to check on pricing, quantity required, importance of presales, location (ACE Hardware), on-site sales, etc.

**Executive Director Report:** None

### **Old/New Business:**

- Annual Meeting: Move from June to May. Board approved of change.
  - Ray asked Kelly about information from the Apple Barrel for SCCAP's Annual Meeting. Kelly had passed along contact information to Jeannette. Ray also has the information. Josh states it can accommodate 40 persons.
  - Decision made to go with Monday, May 20<sup>th</sup>. Will obtain a menu.
- Maple Festival on Saturday, April 27<sup>th</sup> at the fairgrounds 9-4. A large community event. Becky indicated that SCCAP already has reserved a table. Ray encouraged board members to help with SCCAP's table. Helen, Robin, and Ray will coordinate to help out.

Next Meeting – March 25, 2024

Being no further discussion

*Motion to adjourn by Amanda. Meeting adjourned at 5:37pm.*

Respectfully submitted,

Jeannette M. Spaulding, Executive Director – in absentia – minutes from 2/26/2024 recording.

**Next Board Meeting – Monday, March 25, 2024 @ 5pm**

**Location: SCCAP's Board Room**