

Schoharie County Community Action Program, Inc.
Annual Board of Directors Meeting June 26, 2023

Attendance:

Private Sector

Member	Position	Attendance
<i>Rhonda Ferris</i>	<i>Secretary</i>	X
<i>Amanda Fernandez</i>		E
Vacancy		

Public Sector

Member	Position	Attendance
<i>Earlin Rosa</i>	<i>Treasurer</i>	X
Shane Nickle		X
Vacancy		

Consumer Sector

Member	Position	Attendance
<i>Pastor Ray Richards</i>	<i>Chair</i>	X
Brenda Morissette		X
Robin Ressler		X

Staff: Jeannette Spaulding – Executive Director, Justina Farris – Finance Director

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

Prior to Annual Meeting board and staff gathered at the D&H Grill for Annual Breakfast where the 2022 Impact Report was released, board recognized staff Years of Service, and the presentation of proposed Slate of Officers occurred.

Meeting called to order at 9:47 AM by Pastor Ray Richards

Department Presentation: None

Approval of Minutes: *Motion made by Robin, seconded by Earlin to accept the May 2023 minutes. Motion accepted.*

Action Items: Annual Election of Officers

- **Resolution 04-06/23: Chair - Raymond Richards**
 - Resolution presented by Rhonda Ferris, offered by Earlin Rosa, seconded by Shane Nickle, no discussion, all ayes, resolution approved.
- **Resolution 05-06/23: Vice Chair - Rhonda Ferris**
 - Resolution presented by Ray Richards, offered by Ray Richards, seconded by Earlin Rosa, no discussion, all ayes, resolution approved.

- **Resolution 06-06/23: Treasurer – Earlin Rosa**
 - Resolution presented by Shane Nickle, offered by Ray Richards, seconded by Shane Nickle, no discussion, all ayes, resolution approved.
- **Resolution 07-06/23: Secretary – Shane Nickle**
 - Resolution presented by Earlin Rosa, offered by Rhonda Ferris, seconded by Ray Richards, no discussion, all ayes, resolution approved.
- **Resolution 08-06/23: Bank of Richmondville Authorized Signatories**
 - Resolution presented by Raymond Richards to reflect change in authorized signatories due to annual election of officers. No discussion, resolution approved and signed by officers of the corporation, executive director, and department director.

Committees of the Board:

Executive Committee: No meeting held.

Finance & Audit Committee: *Reviewed Items - Finance Agenda/Reports and Annual Budget.*

- **Financial Reports:** Ray provided an overview of the financial reports.
 - **Approval of Monthly Finance Reports:** Motion made by Rhonda, seconded by Shane to accept the monthly finance reports. Motion approved.

Standard 8.7 The governing board receives financial reports at each regular meeting that include the following: 1. Organization-wide report on revenue and expenditures that compares budget to actual, categorized by program; and 2. Balance sheet/statement of financial position.

- **Annual Budget:** Justina reviewed the annual budget noting increases/decreases 2022 v 2023 of various line items, impact of COVID, inflation, cost of good, and the additional Bipartisan Infrastructure Law (BIL) contract to be administered through the Energy Services Department. Overall supplies decreased, ARPA-R and EFSP funds decreased and the CDPHP donation received during the pandemic were fully expended by the end of 2022. With the end of the public health emergency lifted, conference expenditures were expected to increase in 2023. Ray inquired about the projected 2023 YE deficit. Justina explained this was due to timing of receipt of funds in 2022 being expensed in 2023. Also, while the agency traditionally receives a sizable donation each year from a local investment firm, it was not recorded on the projected as there is no guarantee that this will again occur in 2023.
 - **Approval of 2023 Annual Report:** Motion made by Earlin to approve of 2023 Annual Budget, seconded by Ronda, no further discussion. Motion approved.

Standard 8.9 The governing board annually approves an organization-wide budget.

Governance & Nominating Committee: No Meeting held. Ray reminded board members of the two vacancies needing to be filled.

Program Planning and Evaluation Committee: No meeting held.

Personnel Committee: No Meeting held.

Committees of the Corporation:

Community Needs Assessment: No meeting held.

Fundraising: *Reviewed fundraising updates*

- Earlin provided an overview of the anticipated car wash fundraising event to be held at Pangmans on Saturday, July 29, 2023 between 10am and 2pm. Reaching out to groups for volunteers – adults and youth. Price per cars at \$5/car.
- Discussion took place regarding holding a BBQ. To maximize profits and reduce staff support, pre-sales was noted as being the best method. No date determined.
- CPR informational community offerings was also mentioned as a possible opportunity to raise funds. Jeannette noted that the credentialed staff person's time would need to be covered and currently her schedule is quite full providing trainings for day care providers, Safe Sitter participants and other community partners.

Executive Director Report:

- Jeannette noted the success of the recently implemented Employee Assistance Program (EAP).
- Jeannette distributed copies of Bridges Out of Poverty to all board members in attendance as the publication provides insight into the causes and conditions of poverty.

Old/New Business: None

Motion to adjourn 10:53 by Rhonda Ferris.

Respectfully submitted,
Jeannette M. Spaulding, Executive Director

Next Board Meeting – Monday, July 24, 2023

Location: SCCAP's Employment Training Center