

Haralson Family Connection Coalition Executive Committee Meeting

Minutes

January 13, 2010

Attendance: Steve Sampler, Linda Ware, John Lebowitz, Anne Chaffin (Chair), Keena Hardin (V. Chair), and Jim Winchester (HFCC staff).

Chair called for meeting to come to order.

- I. Reading of Minutes
 - a. Chair called for quiet reading of the minutes from Oct. 7, 2009 meeting. Call for discussion and/or revisions. Ms. Ware asked for correct last name for Sumiko Stroud on p. 2 of the document. No other revisions requested. Chair called for motion to accept as revised.
(M) Motion by Linda Ware to approve minutes from this meeting with revisions. Second by Keena Hardin. Motion carried unanimously.

- II. Chair called for quiet reading of the minutes from called meeting on November 18, 2009. Chair called for discussion/revisions. None noted. Chair called for motion to accept minutes as read.
(M) Motion by Steve Sampler to approve minutes as read. Second by John Lebowitz. Motion carried unanimously.

- III. Examination of Treasurer's Report
 - a. Chair called for examination of treasure's report. Chair asked for questions or discussion. John wanted to be sure that the organization is on track to keep up with budget needs. Jim responded that as long as the current grant remains unchanged that we are on track, having spent 50% of the grant (\$46,075) for the first 6 months of the year. The committee asked Jim to discuss his travel needs and where most of the travel is taking place, which he did. We anticipate some reduction in budget needs (about \$1000) if the move to Sewell Mill is approved and happens by March 1, which may be possible. No other discussion. Chair called for approval of the treasurer's report as presented.
(M) Motion from Linda Ware to accept the treasure's report as presented. Second by John Lebowitz. Motion carried unanimously.

- IV. Director's Quarterly Report
 - a. Chair called for quiet reading of the Director's quarterly report. Chair asked for discussion, and there was none. Chair asked for motion to accept this report as presented.
(M) Motion by Steve Sampler to accept the Director's quarter report as presented. Second by Linda Ware. Motion carried unanimously.

- V. Old Business

- a. Executive Committee Election- Jim wanted clarification of process, wondering how many nominees could be put on the ballot. John offered that he thinks there was a vote some years back to limit the executive committee to 9 members from the board of directors. Jim stated that the current by-laws to not have such a provision at this point.

(Action) Jim to research minutes to see if he can find the alleged vote on this issue and relay that information to the executive committee.

- b. 501c3 Status

- i. John states that the form IRS 8734 must be completed and sent to IRS to complete the the organizations 501c3 as a charitable organization.

(Action) Linda ware volunteered to take form to Sumiko, who will work with corp. treasurer, Richard Meigs, on completion of this form.

- c. Possible move to Sewell Mill

- i. Discussion of circumstances around a grant request to for operating expenses and how to organize the MOU with SF regarding office expenses. Group discussed options and decided the best thing to do was to pay office space expenses monthly from this grant. Suggested \$275 per month to include internet and phone services. Chair requested this to be put in the form of a motion.

(M) Keena Hardin motioned that the coalition enter into an agreement with Sewell Mill to pay \$275/month (\$3300 per yr.) to Sewell Mill contingent upon continued grant funding to cover this expense.

Sewell Mill reps want HFCC board to meet at Sewell Mill for January meeting.

(Action) Jim to call to see if the meeting space is “warm” and suitable for a meeting, if so he is to schedule it for January 21st meeting.

- d. Board of Directors status update

- i. Jim stated that there are still 3 vacancies on the board; one person representing the commissioner’s office, one person representing Mark Butler, and one person representing Howard Maxwell. These individuals have been contacted and have not come through with recommendations. Jim recommended that the board now search for candidates to fill these needs and get approval from those they will represent on the board.

(Action) Nominating committee will come up with appropriate prospects to fill these positions.

- e. Fund Raising

- i. Jim informed executive committee that in phone conversations with representative from Community Foundation of West Georgia that they are open to funding requests for operating money, and that we should get in a request in the next funding cycle. By then

we will know what needs we have to meet budget and how much reduction we will get in grant funding from GaFCP. Also, the EMC grant is now a possible source of grant funds for operating expenses. Jim suggested that we work with Heard and Carroll on a combination grant for next year.

(Action) Jim to contact coordinators of these two organizations to start this conversation and see if there is any interest.

There being no further issues for discussion, chair called for meeting to be adjourned.

Next meeting of the board of directors is scheduled for Thursday, January 21, 2010 at 9 am at the Haralson County Chamber of Commerce.

Next meeting of the executive committee is scheduled for Wednesday, April 7 at 10 am, location TBA.