

Haralson Family Connection Coalition

Executive Committee- Called meeting

Meeting Minutes

3/22/10

Attending: Steve Sampler, Linda Ware, John Lebowitz, Anne Chaffin, Bill Anderson, Jim Winchester

1. Annual Plan Development
 - a. Budget
 - i. Budget is not our operating budget, per se, it is a general budget telling grantor how our org., generally, will spend the grant. Grantor is still wanting us to enter \$50,000 as the budget amount, even though the grant will likely be no more than \$45,000.
 - b. Benchmarks
 - i. Jim relates that only one benchmark will be updated. This one will be about the number of foster kids returned to their home, or to a relative, within 12 months of placement. This is a more static number to deal with than “substantiated” incidents and is trackable annually with ease.
 - c. Strategies
 - i. These programs will be added to the strategy for the goals listed below.
 1. Willowbrooke Tanner (1.1 and 3.1)
 2. Solutions Community Services (3.1 and 1.1)
 3. WIN Georgia (1.1 and 3.1)
 4. State funded Pre-K programs (1.1)
 5. Homeless Prevention and Rapid Re-housing Program (1.1 and 3.1)
 6. Action to Recovery/Tallatoona CAP (1.1)
 7. Safe/Stable Families and Childhood Literacy Strategy Team (1.1 and 1.3)
 8. Adult/Adolescent Literacy and Workforce Readiness Strategy Team (1.2 and 1.3)
 - d. The annual plan has to be submitted normally by March 15. Jim reports that he has been in touch with GAFCP staff and they know we are a little late on this. Jim wants to have the Annual Plan submitted by April 1.
2. Board
 - a. Nomination
 - i. Nomination of Sara Anderson to represent Rep. Howard Maxwell. Board approved her name to come before the full board at the April 15 meeting
 - b. Redistribution
 - i. Jim presented a redistribution of appointment dates, citing that the majority of the board is appointed during odd years. The new plan puts roughly half appointed during odd and even years.

1. **Motion** by Steve S. to adopt the new schedule. Second by Linda W. Motion passed unanimously.
 - c. Board Vacancies:
 - i. Jim reports new vacancy since Police Chief has resigned in Buchanan. They are currently in the hiring process.
 1. **(Action)** Jim will follow-up with new chief to bring them on board and be ready to nominate at the April meeting.
 - ii. Regarding other open positions
 1. Jim working with Terrell M. to get cooperation from the Commissioner's office on a representative.
 2. John L. suggested that since we are having difficulty finding a person to represent rep. Mark Butler that we try a new tact. He made a **motion** that **(Action)** Jim contact the board at large and try to find someone that could fill this need, as well as represent their organization. Motion second by Linda W.
3. Standards
 - a. Planning
 - i. Jim informed E.C. members that there is a Standards sub-committee from the Collaborative Development and Communication committee to create a plan to meet all criteria in the Standards document.
 4. Coordinator's Contract
 - a. Discussion
 - i. Jim presented a template of the contract for the executive committee to work with in developing his new contract, and requested that the E.C. have this issue complete and ready for board to vote on at the July collaborative meeting. Jim has some changes in the contract to suggest, made the suggestions, and then left the issue in the hands of the E.C.
 5. Office Technology Needs
 - a. Copier
 - i. Jim related to EC that the office copier died this week. He presented a quote for a reconstituted copier at a good price. EC members decided that spending money on a new copier right now might not be the best idea due to the fact that there is no assurance of how much the GAFCP grant may be. There is some money left from the Sewell Grant that could be used, but the decision of the committee was to save that money back at least until we know what the GAFCP grant will be for FY 2011. The issue was tabled.
 6. Operating Budget
 - a. Anticipated potential operating money for FY 2011

- i. FCP Grant- \$45,000
 - ii. Sewell Foundation- \$5,000
 - iii. Approx. \$2000 left from Sewell grant for late FY 2010
 - b. Grant opportunity with CFWG
 - c. Jim gave EC a spreadsheet with fixed expenses on it to use to start the budget development process for FY 2011. Members are to look at this and recommend how the grant money, and other moneys, will be used for FY2011. Jim suggested that the budget be ready to submit to the board at the July meeting.
- 7. Other issues
 - a. GaFCP Research Project with Emory
 - i. EC as focus group late in April
 - 1. April 22, 23, 29, or 30. Jim to contact EC and others to put together a focus group for one of these dates.
 - b. Discussion of going back to a 5 year strategic plan
 - i. This issue will be talked about at the July board meeting
- 8. Action items from last meeting
 - a. 501c3 Status (see minutes): no update. Linda Ware to talk to Sumiko about any progress.
 - b. Need to vote on max. of 9 on EC.
 - i. **Motion** to amend HFCC by-laws to mandate that the EC have no more than 9 members. Steve S. made the motion, second by Linda W.
 - 1. **(Action)** Jim to draft change and send to EC for approval, then submit to full board in July.
- 9. Regarding scheduled EC meeting for April.
 - a. Motion to cancel this meeting in view of need to gather for Emory research project. Jim states that most remaining issues can be dealt with by email, or be tabled until the October meeting. Motion by John, second by Steve.

Next meeting of the Executive Committee will be on Wednesday, July 7, 2010 at the Sewell Mill