

Haralson Family Connection Coalition

Executive Committee Meeting Minutes

July 7, 2010

The HFCC Executive Committee met on July 7, 2010, in the conference room at Sewell Mill. Present were Anne Chaffin, Bill Anderson, John Lebowitz, Betty Candler, Steve Sampler, and Jim Winchester. Requirement for a quorum was met.

Anne Chaffin, Chair, called the meeting to order. Minutes from the last meeting were read, and **(M)** Steve Sampler moved that the minutes be accepted, and Bill Anderson seconded the motion which was approved unanimously.

Jim W. presented the financial report for the fourth quarter and a summary of the year's budget. The total spent in FY2010 was \$45,526.40. The contract for FY2011 is for \$44,000. **(M)** Steve S. moved that the financial report be accepted, and John L. seconded the motion. The motion passed unanimously.

Jim W. presented the director's report for June 1 through June 30, 2010.

Old Business:

501c3 Status as a Public Charity-

Following a discussion about challenges faced in becoming a Public Charity the consensus was that **(A)** Steve S. would schedule a time for some of the board members go to see Richard Meigs to determine the current state of the application to move from being a 501c3, Private Foundation, to becoming a public charity 501c3 and about 990 forms. Anne is to call the IRS to determine the status of the HFCC's filings of 990 forms.

FY2011 budget-

Jim W. presented the proposed FY 2011 budget which was prepared by a subcommittee of the Executive Committee. The state FCP contract amount of \$44,000 was used to establish the basic budget. There is somewhat over \$2100 in the HFCC operating account that can also be used. After some questions were answered about how the HFCC account balance may be used, and some potential grant \$ coming in, there being no further discussion, **(M)** Steve S. moved that the budget be accepted, and Betty Candler seconded the motion. The motion carried unanimously.

Coordinator's contract for FY 2011-

The next item of business was the coordinator's contract. Contract stipulates a contract fee of \$40,500 payable in twelve equal installments of \$3375.00 monthly. Jim Winchester clarified the hourly rate is \$19.397 per hour, this hourly figure to be used if his salary is to ever be prorated for any reason. The contract also includes 24 days of leave to be used for any time away from the office such as holidays, vacation, sick days, etc. **(M)** Following some discussion for clarification Bill A. moved that these amendments to the contract be accepted, and Steve S. seconded the motion which passed unanimously. The contract was offered to Jim W. who accepted the contract,

signing along with the Chair. A signed copy of the contract will be stored in the HFCC office.

Streamlining of Quarterly Collaborative Meetings-

Discussion was held as to how to streamline meetings. The consensus was that individual members of the board could submit brief summaries of activities, and these could be typed up and handed out at board meetings so that people could read them at their leisure. Also the following measures will be taken:

1. All meetings will start on time regardless of attendance
2. Allow all attending to tell their name and organization they represent as an introduction only.
3. Allow new attendees to introduce themselves, tell their organization, and a short description of what their organization does
4. Allow only 3 minutes for each of the Executive Committee minutes, collaborative minutes, and the treasurer's report. Since all reports will be sent to everyone a couple of days in advance for reading.
5. Ask partners to email Jim about any upcoming events, activities, programs. He will compile and send to all prior to or after the meeting. Allow time at the end, time permitting, for organizations to have a moment to describe something special going on in the community from their organization.
6. Encourage folks to bring hand-outs to place on a resource table.
7. Jim W. will send out an email describing these changes in detail to all collaborative members.

New Business:

Vacant positions on the board-

Since Mark Butler, Buster Biggers, and Pete Bridges, and police chief from Buchanan no longer hold their positions, the nominating committee will activate to find appropriate nominees to replace them. They will need to provide nominees to the board at the October meeting, for confirmation.

Crisis Plan developed-

Jim W. presented a crisis plan for review. Two changes were made to the crisis plan. In item number three, the wording was changed to Executive Committee instead of Board, and items two and three were switched. **(M)** Betty Candler moved that the crisis plan be accepted, and Steve Sampler seconded the motion. The motion passed unanimously.

State FCP Contract-

Jim announced that the state contract for the coalition was delivered on time to the contract office of GaFCP in Atlanta by the deadline of June 30, 2010.

Committee Activities:

Family Engagement Team-

Jim W. announced that the Family Engagement Committee is planning a "Back-to-School Event." It will be a day featuring free haircuts, medical screenings, literacy activities for children, literacy promotion for adults, drug use and fire prevention, and

many other activities. The location will be WalMart and the date will be announced by email to all as soon as a few more decisions are made.

Collaborative Development and Communication Team-

Jim W. is working on a Collaborative Development plan, through the Collaborative Development and Communication Team which includes a list of ways the coalition meets needs in our county and plans for any needs we do not currently meet.

Items covered under this agenda item were standards plan, resource directory, on-line directory and client management system, crisis plan, and annual report, all of which are under development.

The next meeting of the Executive Committee is scheduled for October 13, 2010.

The meeting was adjourned by Anne C., Chair.