

CENTRAL FLORIDA COMMUNITY ACTION AGENCY (CFCAA), INC.

MEETING OF THE BOARD OF DIRECTORS

411 N. Main Street
Gainesville, FL 32601

February 22, 2018

Members Present: Alena Lawson (Chair), Marlon Gayle (Vice Chair), Scot Quintel (Treasurer), Katrice Graham, Rev. Earnestine Butler.

Staff Present: Charles Harris (Chief Executive Officer), Carressa Hutchinson (Director of Family Services), Amy Tyson (Chief Financial Officer), Tiffany McKenzie (Director of Community Development), Steve Kay (Director of Weatherization and Housing Initiatives), Teresa Salinas (IT/Reporting), Dotty Rowe (Recorder).

Absent: Board member Cheryl Martin (Excused), Eddie Jean Williams (Secretary - Excused) and LaShondra Lightsey (Excused).

- I. Called to Order:
Board Chair Lawson called the meeting to order at 3:35 p.m. A quorum was present.
- II. Attendees recited the Pledge of Allegiance to the Flag of the United States of America.
- III. Invocation:
Invocation was given by Rev. Earnestine Butler.
- IV. Welcome, Notice, The Promise of Community Action and public comments.
 - A. Welcome by Board Chair Lawson
 - B. Statement of Notice by Board Chair Lawson
 - C. Recital of "The Promise of Community Action" - All
 - D. Board Chair Lawson stated information about the process for Public Comments.
- V. CONSENT AGENDA (see Board Packet):
Motion was made by Marlon Gayle to formally approve the meeting items contained in the Consent Agenda and seconded by Rev. Butler. Motion unanimously approved. Motion carried.

VI. ACTION ITEMS

A. **Approval of Nominating and Personnel Committee recommendation for Levy County Private Sector representative:**

Motion was made by Scott Quintel to formally approve the motion to accept the recommendation of Al Joseph Carnegie to the Board as Levy County Private Sector representative and was seconded by Katrice Graham. Motion unanimously approved.

Motion carried.

B. **Approval of Preliminary November 2017 and Preliminary December 2017 Financial Statements:**

1. Treasurer Scot Quintel and CFO Amy Tyson presented the November 2017 preliminary financial statements.

Motion was made by Scot Quintel to formally approve the preliminary November 2017 financial statements and was seconded by Marlon Gayle. Motion unanimously approved.

Motion carried.

2. Treasurer Scot Quintel and CFO Amy Tyson presented the December 2017 preliminary financial statements.

Motion was made by Scot Quintel to formally approve the preliminary December 2017 financial statements and was seconded by Katrice Graham. Motion unanimously approved.

Motion carried.

C. **Approval of Bylaws with revisions (per attorney review):**

The complete list of revisions was not ready for review by the Board prior to the meeting.

Motion was made by Scott Quintel to table the Approval of revisions of the bylaws until the March 22, 2018 Board Meeting and was seconded by Katrice Graham. Motion unanimously approved.

Motion carried.

VII. DISCUSSION ITEMS:

A. **Personnel Update.**

Closed session.

B. **Update on Strategic Plan.**

CEO Harris presented a draft of revisions to the Strategic Plan. Harris will send a completed copy to all Board Members for final review and approval at the March 22, 2018 Board meeting.

C. Review of regulations regarding fundraising and soliciting contributions.

CFO Amy Tyson updated the Board on guidelines and regulations for fundraising and soliciting contributions.

VIII. REVIEW (No action needed):

A. Program Reports:

- a) CSBG
- b) LIHEAP
- c) WAP

B. CEO Report — Charles Harris

C. Board Chair Report — Alena Lawson

IX. Next Meeting: Board Meeting
March 22, 2018
3:30 p.m.
United Way of Marion County
1401 NE 2nd Street
Ocala, FL 34470

*** The meeting will be held in the Community Room. Entrance doors are on the right of the building**

Upcoming Board Training Opportunities:

**Florida Association for Community Action (FACA) Annual Training Conference
May 15-18, 2018 (Tampa, FL)**

**CAP LAW Annual Training Conference
June 20-22, 2018 (Albuquerque, NM)**

**Community Action Partnership (CAP) Annual Conference
August 28-31, 2018 (Denver, CO)**

**Southeast Association for Community Action Agencies (SEACAA)
October 22 – 25, 2018 (Orlando, FL)**

X. Adjournment:

Motion to adjourn meeting was made by Scot Quintel and seconded by Marlon Gayle. Motion unanimously approved. Motion Carried. Meeting was adjourned at 4:44 p.m.

These minutes were approved at the March 22, 2018, regular scheduled Board Meeting.

Alex K. L.
Secretary *for Ms Williams*

4/5/2018
Date