



**CENTRAL FLORIDA COMMUNITY ACTION AGENCY INC. (CFCAA)  
MINUTES OF THE ANNUAL BOARD OF DIRECTORS MEETING**

*First United Methodist Church  
Fellowship Hall  
419 Northeast First Street  
Gainesville, FL 32601  
October 18, 2018  
11:30 a.m. - 1:00 p.m.*

Members Present: Scot Quintel (Chair), Cheryl Martin (Vice Chair), Marlon Gayle (Secretary), Alena Lawson (Treasurer),  
Eddie Jean Williams

Staff Present: Charles Harris (CEO), Amy Tyson (CFO), Tiffany McKenzie (Director, Community Development), Steve Kay  
(Director, Weatherization), Donna Caroleo (EA, Recorder), Staff from Gainesville Office

1. CALL TO ORDER - Board Chair, Scot Quintel called the meeting to order at 12:05 p.m. Roll call was taken and quorum was established.
2. INVOCATION – Given by Alena Lawson
3. BOARD MEMBERS, GUESTS and STAFF WELCOMED
4. RECITATION OF THE PLEDGE OF ALLEGIANCE

RECITATION OF “THE PROMISE OF COMMUNITY ACTION” – ALL

- A. *Community Action changes people’s lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community and are dedicated to helping people help themselves and each other.*
- B. Members of the Public shall be given an opportunity to speak for a maximum of three (3) minutes during the meeting on any agenda item.

The *October 18, 2018* Annual Board meeting of the CFCAA Board of Directors conducted on this date has been properly noticed in accordance with Community Services Block Grant (CSBG) guidelines. (*Copies of public notice available upon request*).

5. APPROVAL OF CONSENT AGENDA:  
Motion was made by Vice Chair Martin to approve consent items and seconded by Treasurer Lawson. Motion approved. Motion was carried.
6. DISCUSSION ITEMS:
  - A. **Introduction of 2018-19 Board of Directors Officers and members**  
Board Chair Quintel introduced the Board Members and the new Officers

**B. State of the Agency**

CEO Harris provided some highlights and happenings of the agency over this past year along with some forward looking statements for CFCAA's future expansion. He then introduced CFO - Amy Tyson. CFO Tyson gave a succinct of the agency's financial state. Stressing the importance of diversifying the organization's revenue base. Steve Kay – Director of Weatherization then provided attendees with a brief overview of the program and touted the potential of little known program offered by the agency – “Aging in Place”, which allows seniors the ability to remain in their own homes through their “sunsetting” years.

**C. Recognition of Sponsor – Presentation of Plaque Award to DUKE Energy**

Tiffany McKenzie presented the award to Duke Energy and thanked them for their continued sponsorship.

**D. Closing Remarks/Adjournment**

CEO Harris thanked Board Members, Guests and Staff for their attendance and continued dedication and support of the organization. Chair Quintel also thanked everyone for attending the event and noted that the agency has impacted 6000 households in the tri-county area.

**NEXT BOARD MEETING:**

December 13, 2018 (Holiday Luncheon w/Staff)

**11:30 a.m. – Noon Meeting**

**Noon – 1:30 Luncheon**

CFCAA Gainesville Office

411 N. Main St. Suites 210 and 206

Gainesville, FL 32601

**UPCOMING TRAINING OPPORTUNITIES:**

*CAP Management and Leadership Training Conference*

January 15-18, 2019

New Orleans, LA

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**ADJOURNMENT:**

Chair Quintel adjourned the meeting which was seconded by \_\_\_\_\_. Motion approved. Motion carried. Meeting adjourned at 12:44 p.m.

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These minutes were approved at the December 13, 2018 Regular Board Meeting.

Secretary: \_\_\_\_\_

Date: \_\_\_\_\_

12/13/2018