

**Camden Community Alliance and Resources
Board of Directors Annual Meeting
May 21, 2013**

BOARD ATTENDANCE -

X	Pres– Veronica Anklam		Timothy Bessent	X	Katie Berhow	X	Eddie Rhone
	VP – Doug Corwin	X	Kim Pipkin		Dean Slusser		Past Pres - LJ Williams
X	Secy – Susan Lottinville	X	Beth Griffis	X	Sandy Quattlebaum		
X	Treas – Bridget Wenum		Myra Fripp Manigault		Megan Thrasher		
X	Lena Brathwaite Bell	X	Shannon Nettles		Bryan Warren		

Non-Voting Board Members

X	Shantay Gibbs		William Brunson	X	Cheryl Fulton	X	Logan Campbell
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Guests and Staff

X	CT Green, FC staff			X	Celenda Perry, staff		Steban Sainz
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MINUTES

I. Call to order

President Anklam called the meeting to order at 11:07 AM thanked people for being present. Spoke about the youth survey and that it had a “pretty good response.” The report has been delivered to the principals as well as the Board of Education. Of note was that of the respondents, 100% indicated they have/had a teacher who cared about them and that they had teachers who prepared them for the future. President Anklam read sample of responses received from teachers who were notified they were nominated in this survey.

Board reviewed the corporate resume located in the binder.

II. Minutes

The Board approved minutes of the February 19, 2013 board meeting. Nettles/Brathwaite Bell, unan

III. Financial Report

A. Financials

Report provided by Bridget Wenum and Sandi Quattlebaum.

Addressed each report within the financial paperwork as well as the Fowler and Maxwell compilation report.

They explained that everything is broken down by contract.

Kim Pipkin asked for clarification on \$7,757.51 lodging expense January – March 2013. Celenda explained it included trip for four to Washington, D.C. for CADCA as well as trip for three to Calloway Gardens conferences.

Financial report approved. Nettles/Brathwaite Bell, unan

IV. Financial Business

A. Audit to start soon

B. Budget revisions – Family Connections

Celenda explained where the money was increased for certain expenditures and reminded the board that movement of money was approved by the board as long as there was no increase in the overall budget. \$2,700 was moved to regular operating expenses from telecommunications and personal. Revision approved by board. Quattlebaum/Berhow, unan

Celenda explained the GaDBHDD budget adjustment.

C. Bookkeeper

Bridget discussed a meeting that took place with Fowler and Maxwell. A couple of items (i.e. checking) will be brought in-house. They worked to resolve current issues. There were acknowledged communication concerns between

the accounting firm and CCAR personnel. Contract was begun in October 2012. It was pointed out there is no need to vote on service negotiation now but Celenda needs to know now whether to seek other service providers for accounting purposes.

Sandi shared that Fowler and Maxwell stated they have lost money on CCAR services and they will want to renegotiate the contract payment amount.

A discussion ensued regarding the difference between the two accounting firms used (past and present).

Bridget proposed a motion that we entertain bids from other accounting firms for future use. Quattlebaum seconded. Unan agreement of the board.

D. Direct Deposit for payroll

Celenda stated it is not up and running. She reports we have everything we need to use it if we need. It was noted this is a fee based service and the option is there but there is no particular interest in using it at this time.

V. Executive Committee

A. Family Connection Annual Plan – review

Celenda stated we were asked to include everything we are working on at this time. She described what has been submitted (reference tab 5 of the annual binder). She further shared that some money from this year has been used for VetCorps such as pre-pay for travel and small miscellaneous for trainings. CCAR will be reimbursed for this. She also stated we will be paying \$50/month for VetCorps cell phone service as this is more economical than set up fees for lines in the current office.

B. Georgia Strategic Prevention Systems Deliverables

Celenda stated they are looking for implementation in October. She and staff are working steadily on this. The strategic plan is outlined ahead of time and she shared there is mandatory training for this.

C. Retained Earnings and Potential Conflict of Interest

Sustainability – Celenda reviewed retained earnings. In researching this she has spoken with Cindy Murphy Kelley who is very supportive of this. She also spoke with Attorney Bert Guy for legal advice. After enumerating a few thoughts about this she shared that research and evaluation is the best choice at this time for CCAR.

Bridget proposed motion to pursue AIRE as a non-profit 501c4. Katie Berhow seconded. Board approved unan. For clarification Lena Brathwaite Bell excused herself from this vote.

D. Contracts

Veronica advised she will be away much of this summer. The Executive Director and/or the Secretary and/or the Vice President have the authority to execute any contracts. The Executive Director shall only execute contracts of programs that have been reviewed and approved by the board in the form of a resolution, a plan review or similar. The board approved unan.

VI. Bylaws, Policy and Personnel Committee

A. Recommendations for Bylaws Changes

Veronica reviewed the changes within the policy manual. Board accepted unan.

B. Internal Control Proposed Changes

Veronica explained the changes within policy manual. Board accepted unan but needs to go back to committee as written for one minor correction.

VII. Nominating Committee – 2012-2013 Board of Directors

A. 2012-2013 Board of Directors

Steve Romine is stepping down

Doug Corwin is stepping down

Veronica Anklam - President

Susan Lottinville – Vice President

Kim Pipkin – Secretary

Bridget Wenum – Treasurer

Board welcomed Katie Berhow and Eddie Rhone as new members

Board approved Board of Directors unan.

New board members were asked to complete board member questionnaire soon.

VIII. Annual Review

Celenda stated she wishes to change the mission statement to mirror the standard 11 to 14 words statements. Her change is noted in the policy manual.

This change was agreed upon by the board unan.

Employee Overtime – (see tab 8 in manual) Board approved the change described by Celenda

Sandi Quattlebaum proposed motion that a procedure be written in which employees must submit a timecard on time and if not submitted by deadline the employee will not receive those hours of pay until the following pay period.

Bridget seconded. Board approved unan.

Sandi offered to write this procedure.

Celenda reviewed the schedule of meetings for the remainder of the year and the meeting time will remain 11:00 AM until further notice.

Celenda praised the youth volunteers she has who have assisted with the teen maze survey work stating they have done a great job with the many surveys received.

Next collaborative meeting is June 20th at 10:00 AM.

There being no further business, the meeting adjourned at 12:16 PM.

Respectfully recorded,

Susan Lottinville