

**Community Action Services and Food Bank
Minutes of the Board Meeting of March 29, 2016**

Present:	Kendall Crittenden	Public Representative
	Stella Welsh	Public Representative
	Anita Lewis	Public Representative
	Mayor Rick Moore	Public Representative
	Karen Love-Burton	Representing Persons with Low-Income
	Melissa Graham	Representing Persons with Low-Income
	Karrie Holden	Representing Persons with Low-Income
	Tepoe Kaaumoana	Representing Persons with Low-Income
	Kimmie Martinez	Representing Persons with Low-Income
	Jack Holmes	Private Representative
	Kerry Newman	Private Representative
	Ali Crandall	Private Representative
	Myla Dutton	Staff, Executive Director
	LeeAnne Stanley	Staff, Associate Director/Finance Director
	Karen McCandless	Staff, Community Strategies Director
	Charmagne Wixom	Direct Services/Home Buyer Director
	Grace Thomas	Communications Director

Excused: Gary Garrett

ISSUE/ITEM	ACTION	WHO
<p>Welcome, Introductions</p> <p><u>Items for Consent Agenda</u></p> <ul style="list-style-type: none"> Minutes of the Dec. 15, 2015 board meeting* Report on grant awards and proposed grant applications* <p>Kendall Crittenden called the meeting to order at 4:31 pm with the above persons present. Everyone introduced themselves. He welcomed Tepoe Kaaumoana and the staff in attendance.</p> <p>Stella Welsh moved to approve the consent agenda items. Melissa Graham seconded the motion, and the motion carried unanimously.</p>	Approval	Kendall Crittenden
<p>Election of persons for vacant board positions</p> <p>Tepoe Kaaumoana has been elected by the Mountainland Head Start Parent Council for consideration as a person to represent low-income persons on the board. Mayor Moore moved to elect Tepoe Kaaumoana to the board. Kerrie Holden seconded the motion, and the motion carried unanimously.</p> <p>Ethan Shumway, Communications with Intermountain Healthcare recommended Kye Miner for consideration to represent the private sector on the board. Ms. Miner is the Community Benefit Manager for the Urban South Region for Intermountain Healthcare. Melissa Graham moved to elect Kye Miner to the board. Jack Holmes seconded the motion, and the motion carried unanimously.</p> <p>Following these elections, the Board has one vacant position – private representative. Gary Garrett will let Kendall know whether the Provo City Council has selected him to continue to represent the council. If not, then Gary is interested in being elected to fill the private position.</p>	Board Member Election	Kendall Crittenden
<p>NEW BUSINESS - Leadership Team Agency Presentation</p> <p>Myla Dutton</p> <p>LeeAnne Stanley</p> <p>Charmagne Wixom, Direct Services and Financial Literacy & Home Buyer Educ.</p> <p>Karen McCandless, Community Strategies</p> <p>Grace Thomas, Communications</p> <p>The agency's Leadership Team members presented information about the work that the</p>	Presentation and discussion	Leadership Team

<p>Team does and their individual roles in the carrying out the mission of the agency (see attached handout.) Charmagne Wixom spoke about the work the agency is doing to improve client services and to assist families to reach their financial goals. Karen McCandless and Grace Thomas spoke about the ways that we are engaging the community in our work – Poverty Simulations, Bridges Out of Poverty training, volunteer projects, and donor relations. Anita Lewis, Mayor Moore and Kendall Crittenden each indicated their interest in helping to organize Poverty Simulations and/or service projects in their communities to engage elected officials and civic leaders.</p>		
Executive Committee report		
<ul style="list-style-type: none"> July 1, 2015 – February 29, 2016 agency-wide financial reports and program reports LeeAnne Stanley reviewed the financial reports including the budget vs. actual, balance sheet, receivables, bank balance and loan balances. We are 67% through the fiscal year and are at 58% in expenditures. Myla reviewed the program profit and loss budgets and spoke about the funding gaps within those programs. Jack Holmes made a motion to accept the financial reports. Kerry Newman seconded the motion, and the motion carried unanimously. By-Laws review process and recommendation Myla Dutton reported that the by-laws are being reviewed by an attorney and that the results will be considered at the next board meeting. This review will ensure the agency meets the requirement within the national Organizational Standards which require a review every five years. Submission of 990 to IRS Myla Dutton reported that the FY 2015 990 Tax Report was submitted within the required time frame. The report was emailed to all board members prior to it being submitted online to the IRS. If any board members have any questions please contact Myla. 	Accepted	LeeAnne Stanley
	Information	Myla Dutton
	Information	
BOARD CALENDAR - NEW BUSINESS Proposed amended Accounting Policies and Procedures* in response to new Super Circular regulations Kendall Crittenden led a discussion about some of the proposed amendments in the agency's Accounting Policies. He stated that the Executive Committee voted to recommend that the review continue at the next meeting and that the vote on the amendments be tabled until the next meeting.	Discussion and vote tabled	Kendall Crittenden
Executive Director's Report Myla briefly reported that CSBG funding is in place for this year and it has a small increase. Scouting for Food has resulted in about 238,000 pounds but food is still coming in. This number is just under 2015. She mentioned that Intermountain Healthcare donated a large storage van to the agency for use in the community gardens and food bank.	Information and discussion	Myla Dutton
Call to go to executive session. Review of Executive Director performance and salary Kendall Crittenden called a private executive session at 5:50 pm and requested that the staff leave the meeting. Kendall called the public meeting back in order at 6:15 pm. He reported that the Board reviewed the Executive Directors performance and pay. He provided the individual review forms to Myla. He stated that the Board did not vote to make any change in the ED's salary however they did vote to give a one-time bonus in recognition of the work done. He also stated that the Board is very impressed with the work of the Leadership Team and recommended that Myla consider thanking them with dinner or other activity.	Vote to make no change to salary but to give a bonus to the ED	Kendall Crittenden
Next regular meeting – May 17, 2016 The meeting was adjourned at 6:20 pm.		Kendall Crittenden