

**Board Meeting Minutes**

**In-Person at Hilltop Church of God**

**April 25, 2022**

**Present:** Kristin Cashman (President), Steve Anthony, Kathy Price, Louise Rucker, Hollie Daniels

**Absent:** Amy Thomas, Nancy DeRoberts

1. **Call to Order**

Meeting called to order at 6:30 p.m. by Kristin Cashman. Meeting took place in person at the Hilltop Church of God.

1. **Review of Minutes**

Minutes from the April 11, 2022 Meeting were presented for review and approval. Motion for approval by Kathy Price, second by Steve Anthony. No objections. Minutes approved.

1. **Vice President Recommendation**

Recommendation made for Vice President position to be filled by Steve Anthony.    Approved by Executive Members, Kristin Cashman, Louise Rucker & Amy Thomas.    Steve Anthony accepted with the caveat that the President position should always be held by a female (this was also added to the draft bylaws).   Motion for approval by Louise Rucker, second by Kathy Price.  No objections.    Will send “welcome” letter to Steve Anthony as procedure with start date.

1. **Discuss Committee Member Recommendations & Board member committee placement**
* In-Kind Donations & Fundraising
	+ - Chair- OPEN
		- Co-Chair-**Kathy Price**
		- Committee Member- OPEN
		- Committee Member- OPEN
* Marketing/Branding
	+ - Chair- OPEN
		- Co-Chair- OPEN
		- Committee Member- OPEN
		- Committee Member- OPEN
* Street Outreach & Volunteers
	+ - Chair- **Kristin Cashman**
		- Co-Chair- **Tracey Graves**
		- Committee Member- **Barb Davis**
		- Committee Member- OPEN
* Grants
	+ - Chair - OPEN
		- Co-Chair- **Steve Anthony**
		- Committee Member- **Louise Rucker**
		- Committee Member- **Nancy DeRoberts**
* Education & Community Outreach
	+ - Chair - OPEN
		- Co-Chair- **Hollie Daniels**
		- Committee Member- OPEN
		- Committee Member- OPEN
* Board Governance & Membership
	+ - Chair- **Amy Thomas**
		- Co-Chair: **Heidi Miller-Smith**
		- Committee Member- OPEN
		- Committee Member- OPEN

All committee members listed above were approved by all present. No objections.

Total positions = 24

Filled positions = 10

Open positions = 14

Will send “welcome” letter to members with next steps (once determined).

Passed out the Committee Overview Documents. Will review at the next board meeting.

1. **Review of Hygiene Items**

 The total cost for items is estimated at $2,546.69.  The actual came in $671.41 over estimate, for a total of $3,218.10. This was due to a shipping issue with Amazon.

Kathy is still waiting on delivery of a few items. Kristin to check on these.

Approved by Hollie Daniels. Second by Kathy Price. No objections.

1. **Financial Report/Quickbooks update**

Balance as of 4/25/2022 is $15,744.20

Discussed that Kristin, Louise & Heidi will be setting up our Quickbooks so that we can start using it as our source for financials as quickly as possible.

1. **Review Any New Submissions for Events**

1) Marthas Grant Award Dinner will be 6/9/22 at 5pm – St. Catherine’s Church. Hollie Daniels & Kristin Cashman will attend.

2) Hollie working on completing form for event with Overcomers on the Move. She will email to Kristin Cashman for review as soon as complete.

1. **Edits to By-Laws**
	* + 1. Page 2 Article Five- The Board. Number and Qualifications. Change to read: The Board shall have up to **ten (10),** but no fewer than **seven (7),** Board members.
			2. Page 5 Quorum. Change to read: At each meeting of the Board the presence of **5** persons shall constitute a quorum
			3. Request to add verbiage for emergency situations. **This needs further review.**
2. **New Business**
3. Confirm Attendance at CORRC Meeting, 5/4 at 1PM – Nancy & Kathy will attend
4. Thank You cards – These were ordered & delivered. Kristin gave a handful to Kathy to keep at the church. Kristin will deliver the remainder to Amy Thomas along with a roll of stamps that Louise purchased.
5. Request to review a potential grant opportunity from The City of Columbus Department of Development. Kristin to attend the Virtual Applicant Orientation on 4/28/22 from 10-11:30am to see if this is applicable to RSS
6. Resource cards have been ordered (1,000 of them) & awaiting delivery to Kristin to provide to Kathy.
7. Whitney from SHAN is requesting a meeting with RSS to reconnect post COVID. Kristin to reach out and schedule time with her.

1. **Next Meeting**

The Board will meet on May 23, 2022 in person at the Hilltop Church of God.

1. **Adjourn**

Motion to end the meeting was made by Kristin, second by Steve. Meeting adjourned.