

**CHATHAM COUNTY COUNCIL ON AGING  
BOARD OF DIRECTORS MEETING  
February 23, 2016**

**Members Present:** Larry Ross, Tamara Patterson, Jim Hackney, David Marty, Mike Nowicki, Kalyan Ghosh, Nansi Greger-Holt, Kathy Brommage

**COA Members Present:** Sadie McLaurin, Dennis Streets, Brett Moraes

**Members Absent:** Jim Wall, Louis Forrissi, Stephanie Faris, Emily Foushee, Kathy Meredith

**Others Attending:** Marti Asher and Jordan Frasier from Gilliam Coble & Moser

Regular Board meeting called to order at 5:35 pm by Larry Ross.

Introduced new auditing group of Gilliam Coble & Moser: Marti Asher, CPA/Manager and Jordan Frasier. Asher summarized what services they will provide, including preparation of 990 Tax Form. Asher also mentioned database useful to non-profits and gave list of risk areas for Boards to consider (e.g., accounting policies, internal controls, bank statement review, application of restricted funds, fundraising procedures, records retention, sustainability). She addressed question related to sponsorships and indicated that she would send follow-up information to Mr. Streets about these items. In response to another question, Asher noted that a 6 months reserve is ideal for non-profits. Asher and Frasier stayed for the remainder of the meeting.

Ross shared a reading from Margaret Meade: *Never doubt that a small group of thoughtful, committed citizens can change the world. Indeed, it is the only thing that ever has.*

**RECAP** since January: (see Streets' written summary)

- Dennis Streets
  - reviewed February via photos
    - Invite your pastor to lunch at Eastern Center
    - Healthy Heart Day at Western Center
    - Cake Bake-Off
  - Raised garden beds being built at ECSC
  - New activity at ECSC to recruit men – 3 Gs: geezers, gulpers and gardeners
  - Author of the book- 4 Things that Matter Most for Caregivers- 3/20/17
  - Pitch to UNC SPH- Health Behavior Capstone team – and meeting with a student for work this summer
  - Video made to promote idea of Chatham Senior Olympic Training Program—linked to proposal under consideration by the Triangle Community Foundation
- Members highlighted how they supported the mission of COA since January {Kathy Brommage: Seeking sponsorships for COA, attended Bake-Off; Jim Hackney: Audit activities, Healthy Heart Day; David Marty: Healthy Heart Day, Bake-Off and Health and Wellness Group; Mike Nowicki: planning Giving Party with Kalyan Ghosh; Larry Ross: Pastors' Lunch; Nansi Greger-Holt: commented on ppt slides Streets had shared; Tamara Patterson: sold all of her raffle ticket allocation and had lunch with other Board members (Emily, Nansi and Kathy B).
- Report from those planning to attend the BoardSource training. Ross mentioned another training opportunity being offered at the Library.
- The Board approved the January minutes on a motion by Ross seconded by Hackney.

- **Committee Work –**
  - **Nominating**, presented by Marty
    - Board members needed-
      - Finance background and someone who lives in western Chatham
        - Hackney and Marty terms end January 2019
        - Marty and Streets will work together to post request in Chatham Record and Chatlist
      - Secretary issue – Marty mentioned ‘best practices’ added to Secretary position’s description. Marty, Greger-Holt, Streets and Brommage will meet to discuss.
      - Background checks – nearly all authorizations have been completed and Sadie McLaurin will proceed with the background checks for the Board members.
  - **Finance/Audit**, presented by Jim Hackney
    - Hackney reviewed the January financial statement, with discussion of revenue and anticipated expenses. We continue to track favorably to our budget and while revenues are below budget, we are also under-budget on our expenses. Our favorable YTD net income variance is \$9,022.
    - Opening investment acct with Edward Jones – working on paperwork.
    - Finalized Procurement Policy.
    - Considering draft Donated Leave Policy.
    - Considering draft Sponsorship Policy.
    - Declined gift of 29 passenger bus from Carol Woods - cost prohibitive to care for and insurance
    - Update on grants- have acquired more grant money than projected in budget. Hopefully will get Kellogg grant \$25K for meals.
  - **Programs and Services**, presented by Brett Moraes
    - Reviewed units of services-
      - A little low In-Home Aide, may shift some County clients to HCCBG Marketing – medical offices re: available CCCOA services
      - Compared to last year—more congregate meals, but fewer home-delivered meals served. Now have 11 Meals on Wheels routes.
        - Looking into a new route at Braxton Manor.
    - Triangle J monitoring begins next week. Have prepared monitoring book.
      - Completed subcontractor monitoring of In-Home Aide – no deficiencies.
    - Bid for home care agencies coming up. Moraes researching potential providers.
    - Rhonda Hampton training volunteers at Eastern and Western centers. Focus on self-safety.
    - Moraes shared story of a pleased/appreciative participant at WCSC.
    - Ross shared story of Meals-on-Wheels participant found on the floor by a volunteer driver and how all responded to assist.
      - Greger-Holt recommended Lifeline information for all clients who live alone.
  - **Marketing and Fundraising**, presented by Mike Nowicki
    - Table of marketing/fundraising events discussed
      - Giving party at Governor’s club-4/5/17

- Dinner/music event with Tony Williamson – 5/21/17
- Hackney encouraged acquiring emails from all participants of these events to boost future communications.

**- Other**

- County comprehensive plan- Video [Streets will send Board a link to the video and associated information.] County Planner is to make presentation to the Board at the March 30<sup>th</sup> meeting.
- Board identified 2-3 short-term and long-term priorities for the County Comprehensive Plan. Streets will submit these to the County Planner.
- Streets presented his draft slide that he will use in his March 3<sup>rd</sup> pitch to the UNC SPH-Capstone student program. Ross will join Streets at this meeting.
- New screen and projector installed in Western Center. Hackney suggested getting similar equipment for ECSC.

Motion to adjourn made by Nansi Greger-Holt. Approved  
Meeting adjourned at 7:17 pm by Larry Ross.

Next board meeting March 30, 2017 at 5:30 in Pittsboro.

Respectively submitted,  
Nansi Greger-Holt