

12/8/16

**CHATHAM COUNTY COUNCIL ON AGING
BOARD OF DIRECTORS MEETING
December 8, 2016**

Members Present: Gerald Strobe, Kathy Meredith, Larry Ross, Michael Nowicki, Kalyan Ghosh, Kathy Brommage, Tamara Patterson, Nansi Greger-Holt, Jim Hackney, David Marty

Non-Voting Members: Sadie McLaurin, Dennis Streets, Brett Moraes, Mel Girard

Members Absent: Louis Forrasi, Jim Wall, Stephanie Faris, Emily Foushee

Guest: John Fernandez

Meeting called to order at 5:38 pm by Larry Ross

- **Poem- We Need One Another**, read by Larry Ross
- Larry Ross presented **Resolution of Service**, for Gerald Strobe- Plaque presented
- **Update from Melanie (Mel) Girard, COA Development & Communications Director**
 - Raffle for canoe- Board members asked to sell tickets
 - Subaru rodeo, Share the Love Event with Meals on Wheels America, required promotion
 - Winter Newsletter
 - Cake Bake off- 2/12/17
 - Sponsorship package- Distributed draft brochure for Board member feedback
 - Realtors Helping Seniors Campaign- netted \$300 to date
 - Amazon Smile- Mel will send Board members the link
 - Reported on Holiday Appeal
 - E-tapestry update
 - Kalyan offered help starting in February 2017 to capture historical data about donations
 - Jerry suggested board members go to other non-profit fundraisers to see how others do this and to offer suggestions for COA- giving Partnership for Children as example
- **Cards to sign**
 - Lou broke his arm
 - Jim Wall family illness
- **Dennis Streets Recap since October**
 - Described activities, November and December to date
 - Groups at both center showed support for those at Standing Rock as they learned of this through current events activity
 - donation package of warm clothes, blankets
 - Dennis presentation to Carolina Meadows – working on a dinner fundraiser in Spring, with Tony Williamson mandolin player performance
- Board of Director members described their **work for the CCCOA** since the last meeting.

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Review of the minutes from October 27, 2016 – suggested correction made by Dennis Streets.
Motion to approve minutes made by Larry Ross, unanimously approved

- **Committee Work –**

- **Committee Expectations** developed by Jim, Larry, Dennis and Kathy B
 - Thanks to Tamara for asking clarification about committee roles, which helped prompt development of these documents
 - Researched bylaws, prior minutes
 - Dennis will send to board members for review and approval.
 - Jim recommended that each committee establish a calendar of its activities.
- **Nominating**, presented by David Marty
 - Proposed slate of officers
 - Secretary – Nansi Greger-Holt
 - Treasurer- Jim Hackney
 - VP- Mike Nowicki
 - President- Larry Ross
 - Jim Wall will join nominating committee
 - Need more people with accounting background as well as those representing western Chatham.
 - Description of each Board officer position is being developed for consideration by the Board at the January meeting.
 - Several members will be up for renewal at the January meeting.
- **Finance**, presented by Jim Hackney
 - Audit
 - Bids for new auditor, will interview three businesses and will bring suggestions to January board meeting
 - Need to verify no conflicts of interest of board members with auditing firms under consideration—Dennis will send email to verify this to absent members.
 - Mentioned board member commitment form
 - Procurement policy still under review
 - Establishing investment account with Edwards Jones, per Board’s approval in October
 - Fundraising plan –
 - Spring dinner at Carolina Meadows under consideration
 - funds available for hiring professional event planner, to help with dinner
 - Finance calendar- Topics added
 - Risk management
 - Monitoring investments
 - **FINANCIAL REPORT**, presented by Jim Hackney
 - Jim gave an overview of the October financial statement, noting the unfavorable YTD variance in net assets from the annual budget. He reported on progress in securing private grants that should be reflected in November and December figures.
 - Motion to approve financial report made by Larry Ross, unanimously approved

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- **Program and Services**, presented by Kathy Meredith
 - Reviewed units of service
 - Respite hours 10% lower than budgeted hours, Brett will look into
 - CCCOA will soon monitor the 3 home care agencies under contract
 - Triangle J Area Agency on Aging will conduct its field monitoring of CCCOA programs near end of February
 - Reviewed addendum to PACE provider agreement
 - Opening on committee since Jerry is resigning
 - New route of MOW volunteers is developing for Bennett/Bear Creek area with support from Tyson Creek Baptist Church
 - Looking for ways to supplement frozen meals with milk, fruit cup, etc.
 - David questioned lack of wait list for some core services, concerned with stagnant level of home care aide and meals given growth of older population
 - Dennis shared map plotting unmet needs of home repair- wait list 120, down to 70 now.
 - Will be able to plot other programs to see use of services county-wide
 - Discussed marketing services to community offices
 - Dennis will organize lunch presentations, starting at medical office across the street
- **Marketing and Fundraising**
 - Draft appeal letters for clients' families to make a donation/contribution, testimonial, donate supplies, estate planning
 - Don't have good database for client families, but will add this to new client enrollment intake as we go forward
 - Concerns re: asking low-income clients/families for donations, is it insulting? Will it make them feel badly? Will it deter them from seeking services? Decision to incorporate some elements of the draft letter into the upcoming CCCOA newsletter rather than mailing it to clients/families.
 - Include appeal envelope with future newsletters
 - CCCOA calendar idea offered by Tamara; Jim added importance of having clients tell the story of how much CCCOA services mean to them.
 - Mike and Kaylan will host house party in April or May
 - Brett is working on western Barbecue fundraiser
 - Openings on marketing committee
 - Dennis will send out to board members updated Commitment form for remainder of fiscal year

Other

- Tamara Patterson announced that CCCOA received award from Western Branch of NAACP
- Other Business- not discussed, out of time
 - Continued discussion on retreat priorities:
 - Identify the needs of Chatham County seniors
 - What can we do to raise more money?
 - What are the best methods for reaching seniors?

Meeting adjourned at 7:17 pm by Larry Ross

Next board meeting Jan 26th 5:30 in Siler City—it is the Board's annual public meeting.