

**CACHE BOARD OF DIRECTORS  
BOARD MEETING MINUTES**

*Minutes September 20<sup>th</sup>, 2011  
63 South Main St.,  
Board Room, 2<sup>nd</sup> Floor  
Liberty, NY 12754*

Board of Director Meeting called to order at 8:25am by **Rosa Mason, Chairperson.**  
The meeting was held at the following location; 63 South Main Street, 2<sup>ND</sup> Floor,  
Liberty NY 12754.

**Board Members Present:**

Rosa Mason  
Robyn Gerry  
Charles Olsen  
Jesse Hinton  
Anita Parkhurst

**Others Present:**

Gladys Walker, Executive Director of CACHE  
Kimberly Ramos, Fiscal Officer Trainee

**Community Concerns:**

There were no community concerns.

**Communications Received:**

Resignation letter received from Ms. Dorothy Larry, Board Member. Resignation forwarded read by secretary Jesse Hinton amongst the board members and others present. Members of the Board have agreed to present certificate to Ms. Dorothy Larry for her involvement serving on the Board of the CACHE agency.

**Approval of Minutes:**

July 19<sup>th</sup>, 2011. Moved by Robyn Gerry, and 2<sup>nd</sup> by Anita Parkhurst. Motioned carried.

**Presentation of Financial Report:**

Kimberly Ramos, Fiscal Officer Trainee. Full report was unavailable for review during board meeting. Corrections and updates to be made and will be forwarded to members of the board once completed by Fiscal Officer Trainee, Kimberly Ramos. Criteria of the report discussed as the following; Increase in salary for employees here at CACHE, Inc. One-time incentive to part-time workers (two on payroll at this time). The two employees have been employed with the agency for multiple years. Weatherization to close to out in December of 2011.

### **Committee Reports:**

Executive/Finance Committee: n/a

Personnel Committee: n/a

Board Development/Planning Committee: n/a

Review of Bylaws and Personnel Policy is needed from members of the Board/Ad-Hoc Committee. Meeting to be held pending committees agreement of date. Changes to Personnel Committee; Dorothy Larry, resigned board member, removed. Replacement needed.

Board Development/Planning Committee; Dorothy Larry, resigned board member, removed. Replacement needed

Gladys Walker will be sending paperwork of Bylaws to members of the Bylaws Ad-Hoc Committee

### **Executive Director's Report**

Verbal report given from Executive Director, Gladys Walker. CSBG proposal forwarded by Walter Stein and Gladys Walker. "Go-Green" movement (educating families in need regarding Green Movement). \$65,000.00 Proposal being generated which would target needy office job trainings and internships (possible 3 month internship offered by CACHE with focus on "Soft Skills"). Possible incentives to be given to CACHE employees from money left from Weatherization. Phone system upgraded. CSBG Allocation not finalized. Medical Insurance for the agency has changed. Irwin Siegal now being used.

### **Old Business:**

Nothing at this time.

CACHE, Inc. Strategic Plan 2010-2013. Gladys is currently waiting for information to move forward.

### **New Business:**

None at this time.

### **Other:**

None at this time.

### **Executive Session:**

Gladys Walker, Executive Director Request to enter Executive Session at 9:22am. Moved by Anita Parkhurst. 2<sup>nd</sup> by Robyn Gerry.

Fiscal Officer Trainee 6month Evaluation: Kim Ramos. Request to promote Kim Ramos from Fiscal Officer Trainee to Fiscal Officer. Motion moved by Robyn Gerry 2<sup>nd</sup> by Anita Parkhurst. Motion Carried. Unanimous decision. Motion to move out of Executive Session at 9:30am by Anita Parkhurst 2<sup>nd</sup> by Charles Olsen. Motion carried.

Motion to adjourn at 9:33am Moved by Robyn Gerry, 2<sup>nd</sup> by Charles Olsen. Motion Carried.