

Sullivan County Head Start, Inc.

Board of Directors Meeting

January 9, 2014

I. Call to order

Charles Davis called the meeting to order at 12:25 p.m.

II. Attendance

The following persons were present: Charles Davis, Jean Van Lowe, Rebecca LeClair, Kulli Kask, Gladys Walker, Donna Willi, Steve Kurlander, Esq., Bertha Williams, Yvette McIntosh.

Chairperson circulated the Head Start credit card statement and CACFP monthly claim and asked the Board Members to review them.

Also distributed were the "Conflict of Interest Board disclosure" statements for those who do not have one on file to fill out.

III. Approval of minutes from last meeting

The minutes of the December 12, 2013 Board meeting were reviewed and a motion was made by Donna Willi was made to accept the minutes as written, Steve Kurlander Second the motion. Motion Carried.

IV. Open Issues

a) **Website:** (1) Under Construction

(2) Communication will start between Web Master and Executive Director

(3) Cost is originally \$1,500 discounted to \$1,000 for 4-6 pages (static site)

b) **Other:** It was suggested that Eva McKind, YNN Video Journalist, be contacted to do a story on Head Start. (Perhaps Early Head Start)

c) **Bylaws Review:** Committee met once and will meet with the Executive Director to clarify/finalize updates to the bylaws. By laws update/Revision will then be presented to Full Board.

V. Executive Directors Report

Mrs. Williams discussed the monthly report and answered any and all questions regarding Volunteer hours, addressing the children on the waiting list, etc.

It was acknowledged that there are volunteer hours and this information will be updated.

Steve Kurlander moved to accept the report. Kulli Kask Second the Motion. Motion carried.

VI. Financial Report

a. Yvette McIntosh presented the Resolution to enter into contract with the County of Sullivan to receive \$31,396 for year 2014. Donna Willi made a motion to accept the Resolution. Jean Van Lowe Second. Motion Carried.

- b. Financial Statements for December 2013 were discussed. We are still in need of funds to help the program through year end.

- (1) Children's Court – The Board ask that a letter be sent to Judge Meddaugh and Judge McGuire asking them to seek more funding from Albany in order to expand the children center program to meet the needs of the children and the court.

- (2) Head Start/Early Head Start – Discussion on savings resulting from the employees contributing to their insurance. This resulted in a savings.

- (3) Looking to keep food cost down which will result in saving CACFP dollars (Child and Adult Care Food Program) to help pay salaries for cooks.

Kulli Kask made a motion to accept the Financial Reports. Jean Van Lowe Second the Motion. Motion Carried.

VII. New Business

- a. Chairperson will investigate initiating a fundraiser with Shoprite.

VIII. Adjournment

Gladys Walker made a motion to adjourn at 1:55 p.m., Jean Van Lowe Second the Motion. Motion Carried, meeting adjourned.

Minutes submitted by _____

Gladys Walker