

Sullivan County Head Start, Inc.
Board of Directors Meeting
May 13, 2014

I. Call to Order

Charles Davis called the meeting to order at 12:15 pm

II. Attendance

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

III. Introduction of New Members

- a) May Smith – Sullivan County DA’s Office
- b) Regina McKenny-Snead- Associate Director, Sullivan ARC

Each spoke regarding their current activities and their interest in being a part of the Head Start Board of Directors.

IV. Approval of minutes from last meeting

Gladys Walker moved that the minutes of April 8, 2014 meeting be approved with the addition of the listing of names of the officers. Second by Rebecca LeClair. Motion Carried.

New Board Members

A motion was made by Steve Kurlander and Seconded by Jean Van Lowe to accept the following new members:

- Marie Smith
- Regina McKenny-Snead

Motion Carried. Bertha welcomed the new members.

V.

Open Issues

a) **Website:**

It is not completed as yet. The website home page was looked at and everyone was very pleased. We need to purchase pictures. Steve Kurlander will send us a link to another website that has pictures at a lower price. Donna will donate \$100.00 to help pay for pictures.

b) **Bylaws Review:**

The Bylaws were approved at the April 8, 2014 and final copies were handed out.

c) **Children’s Center:**

The Children’s Center conducts fundraising activities independently of Head Start and is requesting to use our Federal ID number.

The Board discussed the need to outline the fundraising strategy to include Head Star leading the fundraising for Head Start and the Children's Center.

A motion was made by Meta Sorge to have the Executive Director develop a fundraising "Policy & Procedure" for the programs of the organization. Marie Smith Second the Motion. Motion Carried.

VI. Executive Director's Report:

- a) The Program Report was distributed and reviewed.
- b) Board discussed parents working with children at home. Very important parent involvement activity.
- c) Personnel Report – Three positions are opened

Meta Sorge made a motion to accept the Executive Director's report. Second by Rebecca LeClair. Motion carried.

VII. Financial Report

Yvette McIntosh reviewed the April financial reports and handed out the Credit Card Statement along with the CACFP Report.

We are wrapping up the Fiscal Year and have met the In kind quota. .

There has been no final word of the Children's Center budget. At present we are operating under the same level as last year.

Hurricane Sandy grant is forth coming to upgrade and repair Woodbourne and Monticello Centers.

April financial reports were reviewed.

A motion was made by Meta Sorge and Second by Jean Van Lowe to accept the Financial Report. Motion Carried.

VIII. New Business

Potential fundraiser-Steve Kurlander mentioned a group who sell bus tickets and donate part of the funds received to the group. More information will be gathered.

IX. Adjournment

Meta Sorge made a motion to adjourn. Jean Van Lowe second the motion. Meeting adjourned at 1:30 pm.

Minutes submitted by _____

Gladys Walker