

**Sullivan County Head Start, Inc.**  
**Board of Directors Meeting**  
**January 13, 2015**

**I. Call to Order**

Charles Davis called the Sullivan County Head Start, Inc. meeting to order at 12:25 pm.

**II. Attendance**

The following Board members were present: Jean Van Lowe, Meta Sorge, Cara Kowalski and Charles Davis. In addition staff members present were: Yvette McIntosh and Bertha Williams were present.

**III. Approval of minutes from last meeting**

Jean Van Lowe made a motion to accept the minutes as written. Meta Sorge Second. Motion Carried.

Cara Kowalski asked about open issues, Mrs. Williams gave a quick explanation around what are considered open issues.

**IV. Open Issues**

Cara Kowalski also had a question concerning the following:

- 1) The board training, which was discussed at the previous meeting and we were asked to come back with a tentative date for training. The training is scheduled for Tuesday, February 24 from 9:30 am to 12:30 pm in the Conference Room in the Main building.
- 2) The components of the bylaws, including committee structure, election, and the annual meeting. The annual meeting is rescheduled for February, election of officers will take place at that time. The meeting will be announced in the February meeting reminder noticed.

Clarification for Cara around Board Committee - that in the absence of a committee, the entire board serves as the committee. Cara Kowalski expressed an interest in serving on a committee and assisting with fundraising.

**V. Executive Director's Report:**

- A) Basic grant was completed and submitted in December 2014.
- B) Sandy grant is still open as a few minor items are still needed to close out the project.
- C) Problem with heat in Monticello. Yvette will check into warranty on the work that was completed.
- D) Yvette reported on the Renaissance Beautification Project meeting held 1/7/15 at the CVI building in Ferndale– project will focus on Waverly Avenue. Parents coming up with design plan which will need to include the entrance to the Waverly Avenue site. Discussion on the project followed.
- E) No Monthly Report was available due to Head Start closing for inclement weather.

Jean Van Lowe asked to be excused at 12:55 pm. due to an emergency

No further business transacted.

Meeting adjourned at 1:00 pm due to losing our quorum.

Minutes taken by \_\_\_\_\_  
Meta Sorge & Cara Kowalski

Minutes submitted by \_\_\_\_\_  
Gladys Walker, Secretary