

**Sullivan County Head Start, Inc.**  
**Special Board of Directors Meeting**  
**December 8, 2015**

**I. Call to Order**

President Charles Davis called the Sullivan County Head Start, Inc. meeting to order at 12:15 pm.

**II. Attendance**

The following Board members were present: Anne Knack, Meta Sorge, Rosella Pickens, Jean Van Lowe and Charles Davis. In addition staff members present were: Dawn Lee, Sylvia Diaz-Kohloa.

**III. Minutes**

Anne Knack made a Motion to accept the minutes of the previous meeting. Jean Van Lowe Second the Motion. Motion Carried.

**IV. Open Issues:**

We are trying to obtain ownership rights for our website. As soon as we are able to do that we will be able to upload various documents and applications.

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

The report was handed out and discussed.

Anne Knack made a motion to accept the Executive Director's report. Jean Van Lowe second the Motion. Motion Carried.

**VI. Financial Report:**

The Financial report for October was handed out by Dawn Kertesz-Lee. There has been one new application for HEAP.

Dawn also shared that we need to curtail expenses until the end of the fiscal year (March 31, 2016). Maintenance expenses has used up any surplus.

The Board reviewed the credit card expenses.

Anne Knack made a motion to accept the Financial Report. Jean Van Lowe Second the Motion. Motion Carried.

**VII. New Business:**

The new budget was handed out and reviewed.

Anne Knack made a motion to accept the new budget. Jean Van Lowe Second the Motion. Motion Carried.

Collection bins from The Read Foundation that pay \$50.00 per month per site was discussed. The Board had some questions. Further discussion on this at next month's meeting.

Meta Sorge made the Motion to adjourn. Anne Knack Second the Motion. Motion Carried.

Minutes taken by \_\_\_\_\_  
Meta Sorge

Submitted by \_\_\_\_\_  
Gladys Walker, Secretary