

**CACHE BOARD OF DIRECTORS  
BOARD MEETING MINUTES**

*Tuesday, May 21<sup>st</sup>, 2013  
63 South Main St.  
Board Room, 2<sup>nd</sup> Floor  
Liberty, NY 12754*

Board of Director Meeting called to order at 8:18am 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  
Jesse Hinton  
Sister Kevin John Shields, OP  
Anthony Valle  
Anita Parkhurst  
Esther Harris (via phone conference-please see minutes)

**Board Members Absent:**

Charles Olsen (excused)

**Others Present:**

Gladys Walker, Executive Director of C.A.C.H.E  
Kimberly Ramos, Fiscal Officer  
Walter Stein, C.A.C.H.E  
Josephine Finn, Attorney for C.A.C.H.E  
Andrew J. Arias, Cooper & Arias, LLP

**Documents distributed and reviewed during Board Meeting:**

*Exhibit A- AD-HOC BYLAWS Committee-Meeting Minutes for 2.19.13  
Exhibit B- CACHE Board of Directors BYLAWS Committee-Meeting Minutes for 4.9.13  
Exhibit C- CACHE Board of Directors BYLAWS Committee-Meeting Minutes for 5.17.13  
Exhibit D- Executive/Finance Committee Report-Meeting Minutes for 4.9.13  
Exhibit E- Community Services Block Grant Report, FFY 2013 Program Progress Report*

*Request to take agenda out of order by Chairperson, Rosa Mason. Motion moved by  
Sister Kevin John Shields, OP and 2<sup>nd</sup> by Anthony Valle. All Board Members approved  
(5/5). None opposed. Motion carried.*

**New Business: Audit Exit Conference presented by Andrew J. Arias, of Cooper & Arias, LLP (Audit ending 3/31/12)**

There were no concerns expressed during the audit exit presentation by any attending Board Member. Open dialogue ensued throughout presentation between Board Members and Presenter, Andrew J. Arias regarding audit presentation.

### **Community Concerns:**

There were no community concerns.

### **Communications Received:**

Executive Director, Gladys Walker, received a proactive short term paper in favor of the NYS Legislature and Congress supporting anti-poverty programs. Document not provided at the time of meeting, but will be available by next Board Meeting as per Gladys Walker.

### **Approval of Minutes: April 16<sup>th</sup>, 2013**

April 16<sup>th</sup>, 2013 Board Meeting Minutes for reviewed by present Board Members. There were no issues or concerns noted within the minutes. Rosa Mason entertained motion to accept the meeting minutes. **Motion moved by Anita Parkhurst and 2<sup>nd</sup> by Sister Kevin John Shields, OP. All Board Members approved (5/5). None opposed. Motion carried.**

### **Presentation of Fiscal Package: Agency Wide Budget, Individual Department Budgets, Balance Sheet for period ending 4/30/2013, Line of Credit Reconciliation, C.A.C.H.E Tax Calendar 2013 & IRS 990.**

Rosa Mason entertained motion to accept Presentation of Fiscal Package by FO, Kimberly Ramos. **Motion moved by Sister Kevin John Shields, OP and 2<sup>nd</sup> by Jesse Hinton. All Board Members approved (5/5). None opposed. Motion carried.**

### **Committee Reports:**

#### ***Executive/Finance Committee: Meeting minutes for April 9<sup>th</sup>, 2013.***

Copy of minutes distributed to Board Members. There were no concerns noted during review of the minutes. Chairperson, Rosa Mason entertained motion to accept the Executive Finance Committee Meeting Minutes dated for April 9, 2013. **Motion moved by Anita Parkhurst and 2<sup>nd</sup> by Anthony Valle. All Board Members approved (5/5). None opposed. Motion carried.** Next Executive Finance Committee will be held on June 14<sup>th</sup>, 2013 (at the conclusion of the BYLAWS Committee Meeting).

***Personnel Committee:*** No report available

***Board Development Committee:*** No report available

- a. CACHE Strategic Plan 2012-2014; Discussed throughout Board Meeting. All areas of concern discussed.

***BYLAWS ADHOC Committee Report:*** Presentation of meeting minutes recorded on April 9<sup>th</sup>, 2013 provided by Sister Kevin John Shields, OP. Presentation included outlined changes within the BYLAWS, which was acknowledged and discussed amongst Board Members. During review of the minutes, it was noted by CACHE Attorney, Josephine Finn, that a clerical error had been identified within the minutes. Members of the Board decided to amend the minutes as follows; "The committee decided not to list the reports." (pg. 2 of Exhibit B). Chairperson, Rosa Mason entertained motion to accept the BYLAW ADHOC Committee Report Meeting Minutes dated for April 9, 2013 as amended.

**Motion moved by Anita Parkhurst and 2<sup>nd</sup> by Anthony Valle. All Board Members approved (5/5). None opposed. Motion carried.**

Next BYLAWS meeting will be held June 14<sup>th</sup>, 2013 @9am

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

Walter Stein, Director of Family Development, & Gladys Walker, Executive Director reviewed CSBG PPR 2<sup>nd</sup> Quarter 2013 reports amongst Board Members which was emailed to Board Members as well as hard copies (*Exhibit E*) distributed during Board Meeting. Throughout presentation, Board Members Anita Parkhurst and Chairperson Rosa Mason asked for clarity in specific areas of the report (i.e. trends, milestones, and goals, quarter expectation, adjustments...etc.). All questions were answered satisfactory by Gladys Walker, Executive Director and Walter Stein, Director of Family Development. There were no concerns noted at the conclusion of report.

### **Old Business: CORE (Comprehensive Organizational Review and Evaluation)**

CORE discussion took place throughout Board Meeting. There were no concerns noted throughout discussions.

### **New Business: Board Members read and sign "Annual Statement of Commitment"**

Annual Statement of Commitment not available at the time meeting. Gladys Walker, Executive Director will have statement available at next Board Meeting.

### **Other:**

N/A

Motion to adjourn at 9:38am and move into Executive Session entertained by Chairperson, Rosa Mason. Moved by Jesse Hinton, 2<sup>nd</sup> by Sister Kevin John Shields, OP. None opposed. Motion Carried and Meeting was adjourned.

### **Executive Session:**

Chairperson, Rosa Mason entertained motion to move into Executive Session @9:39am. **Motion moved by Esther Harris and 2<sup>nd</sup> by Anita Parkhurst. All Board Members approved (5/5). None opposed. Motion carried.**

Chairperson, Rosa Mason entertained motion to move out of Executive Session @9:51am. **Motion moved by Esther Harris and 2<sup>nd</sup> by Jesse Hinton. All Board Members approved (5/5). None opposed. Motion carried.**