

CACHE BOARD OF DIRECTORS

BOARD MEETING MINUTES

Thursday, May 01, 2014

63 South Main St.

Board Room 2<sup>nd</sup> Floor

Liberty, NY 12754

Board of Directors Meeting called to order at 8:07am by Board Chairperson, Rosa Mason. The meeting was held at the following location; 63 South Main Street, 2<sup>nd</sup> Floor, Liberty NY 12754.

**Board Members Present:**

Anthony Valle

Anita Parkhurst

Charles Olsen

Jesse L. Hinton

Rosa C. Mason

Esther Harris

**Members Absent:**

**None**

**Others Present:**

Gladys Walker, CACHE Executive Director

Yuling Tang-Brown, CACHE Fiscal Officer

Demi Cruz, CACHE Bookkeeper

Hon. Josephine Finn, CACHE Attorney

Board Chairperson. Rosa Mason, entertained motion to go into Executive Session to discuss a personnel matter regarding an offer to be made to a potential Executive Director. Motion moved by Anita Parkhurst and 2<sup>nd</sup> by Jesse Hinton. All Board Members approved (6/6). None opposed. Motion carried.

Executive session began at 8:07am.

Board Chairperson. Rosa Mason, entertained motion to accept the terms agreed upon during the executive session. Motion moved by Charles Olsen and 2<sup>nd</sup> by Anthony Valle-. All Board Members approved (6/6). None opposed. Motion carried.

Board Chairperson. Rosa Mason, entertained motion to leave Executive Session and go into the regular board meeting. Motion moved by Anita Parkhurst and 2<sup>nd</sup> by Jesse Hinton. All Board Members approved (6/6). None opposed. Motion carried.

The Board left executive session at 9:16 am and began the regular meeting of the Board.

**Documents distributed and reviewed during meeting:**

*Exhibit A: Letter from SullivanArc regarding Rosa Mason to be re-appointed to the Board of Directors*

*Exhibit B: Board Meeting Minutes for March 12<sup>th</sup>, 2014*

*Exhibit C: CACHE Budget Package (Agency Wide Budget, Individual Department Budgets, Balance Sheet for period ending 3/31/14, and CACHE Tax Calendar 2014.)*

*Exhibit D: Printed e-mail from Mark Mendelsohn, Executive Director Candidate, regarding Executive Director Appointment Letter*

**Community Concerns:**

There were no community concerns.

**Communications Received:** Letter from SullivanArc to re-appoint Rosa Mason to the Board (*Exhibit A*)

Letter of re-appointment received by the Board and read aloud by Board Secretary, Anita Parkurst. SullivanArc has provided letter requesting that Rosa C. Mason, continue to represent SullivanArc on the CACHE Board of Directors retroactive March 11, 2014. Rosa Mason commented that she was already re-seated but wanted the Board to have the letter for record.

**Approval of Minutes:** Board Meeting Minutes for March 12<sup>th</sup>, 2014 (*Exhibit B*)

Board members provided with copy of Board Meeting Minutes for March 12<sup>th</sup>, 2014 via distribution by Board Secretary, Anita Parkhurst. The Board discussed concern that Walter Stein is still a signer for CACHE bank accounts even though minutes state that effective 3/12/14 he will no longer be a signer. The Board addressed the fault; Acting Executive Director, Gladys Walker, made the executive decision to not remove Walter right away because a new Executive Director was to be hired soon. Delaying the removal of Mr. Stein from the accounts would eliminate the need to go back and forth to the banks. Additional time is needed to hire new a Executive Director. March 12, 2014 minutes were not amended as current minutes will reflect the reason for the delay. Board Chairperson, Rosa entertained motion to accept March 12, 2014 Board Meeting Minutes. Motion moved by Anita Parkhurst, and 2<sup>nd</sup> by Anthony Valle. All Board Members approved (6/6). None opposed. Motion carried.

**Presentation of Fiscal Package:** Presentation Provided by Fiscal Officer, Yuling Tang-Brown (*Exhibit C*)

Package reviewed by attending Board Members as presentation was given. Board ~~has~~ suggested ~~that~~, moving forward, Fiscal Officer, Yuling Tang-Brown, should indicate in her verbal report to the Board values gained and lost by CACHE's thrift shop. Fiscal Officer agreed and will provide numbers for the thrift shop moving forward within fiscal verbal report.

Board members reviewed and discussed each area of the fiscal package. The Board discussed their concern as to what would happen if CACHE is unable to make payroll due to lack of funds. Acting Executive Director stated we do have a plan of action if we cannot make payroll. Rosa Mason, Board Chairperson, informed the Board Members that in the event the CACHE cannot make payroll, she is notified by CACHE administration.

Board Chairperson. Rosa Mason, entertained motion to accept the Presentation of the Fiscal Package. Motion moved by Anita Parkhurst and 2<sup>nd</sup> by Jesse Hinton. All Board Members approved (6/6). None opposed. Motion carried.

**Committee Reports:** None discussed

**Executive Directors Report:** None discussed

**Old Business:** None discussed

**New Business:**

- A) Resolution #1: To approve removing Walter Stein. Interim Executive Director as a signer on Bank of America accounts; AND remove Jesse Hinton, former Secretary and add Anita Parkhurst, Secretary; AND remove Sister Kevin John Shields, OP, former Vice Chairperson and add Anthony Valle, Vice Chairperson.

Board members reviewed and discussed Resolution #1, Board Member, Anthony Valle, informed the rest of the Board Members that his name should not be written as Antonio Valle moving forward as his name on his identification is written Anthony Valle.

Board Chairperson. Rosa Mason, entertained motion to accept Resolution #1. Motion moved by Anita Parkhurst and 2<sup>nd</sup> by Charles Olsen All Board Members approved (6/6). None opposed. Motion carried.

- A) Resolution #2: Remove Gladys Walker former Executive Director and remove Kimberly Ramos, former Fiscal Officer as signers on Jeff Bank AND add Anita Parkhurst, Board Secretary, and, Yuling Tang-Brown, Fiscal Officer as signers on Jeff Bank account effective May 5<sup>th</sup>, 2014.

Board members reviewed and discussed Resolution #2,

Board Chairperson. Rosa Mason, entertained motion to accept Resolution #2. Motion moved by Esther Harris and 2<sup>nd</sup> by Jesse Hinton. All Board Members approved (6/6). None opposed. Motion carried.

**Community Service Block Grant (CSBG) Signature Authorization once approved all lines must be signed & dated by the Board Chairperson:**

Board discussed to amend CSBG Signature Authorization template, Acting Executive Director, Gladys Walker, suggested replacing Executive Director's signature with Board Chairperson's signature where necessary, especially on vouchers. The change is necessary because CACHE does not have a full-time Executive Director at this time; once a full-time Executive Director is hired, Signature Authorization can be amended. The Board agreed. Acting Executive Director, Gladys Walker, informed the Board she would contact Allan Thomas, CACHE's program representative, to update him about the signature amendment and to ask him whether or not the Board Chairperson can sign on behalf of the Executive Director where necessary.

**Other:** None Discussed

Board meeting adjourned at 10:12am.