



**TRANSITIONS OF PA BOARD OF DIRECTORS MEETING MINUTES**  
 Remote Meeting Held via Zoom  
 May 25, 2021

**MINUTES COMPILED AND SUBMITTED BY:** Aquene Prindle, Fiscal and Operations Administrator

**NOTE:** All attachments and reports are on file with the Secretary.

**ATTENDANCE:** P = PRESENT IN PERSON C = ON CONFERENCE CALL A = ABSENT L = ON LEAVE

	BOARD MEMBER		BOARD MEMBER		BOARD MEMBER
P	Amy Gronlund, President	P	Christine Dotterer	P	Stacy Richards
P	D. Toni Byrd, Vice-President	P	Harvey Edwards	P	Sherri Rippon
P	Ed Sigl, Treasurer	P	Marsha Lemons	A	Linda Treese
P	Mary Louise Schweikert, Secretary	P	Tamara Normington	L	Mark Wolfberg
P	Mae-Ling Kranz, CEO	P	Helen Nunn		
P	Kendra Aucker	P	Jacquelyn Paul		
A	Rob Cook	P	Stacey Pearson-Wharton		

**STAFF PRESENT:** Aquene Prindle, Fiscal and Operations Administrator



<p><b>CEO/AGENCY REPORTS</b> (Mae-Ling Kranz)</p> <ul style="list-style-type: none"> <li>• Strategic Plan</li> </ul>	<p>CEO and Agency reports for April, 2021, were distributed to the Board previously. Mae-Ling highlighted that:</p> <ul style="list-style-type: none"> <li>• Staff is preparing for returning to work in the offices full time.</li> <li>• We are looking forward to the support with financials and grant reporting that we'll receive from YPTC.</li> <li>• Fundraising, sponsorships and donations are doing well.</li> <li>• Auction preparations are going well.</li> <li>• The Team has gotten a lot of information into the community for Sexual Assault Awareness Month through various methods of social media and posters.</li> <li>• Non-mailing postcards for the Auction have been printed. These cards are to be distributed throughout the communities to advertise and raise awareness of the upcoming Auction.</li> </ul> <p>Mae-Ling has completed a write-up of the status of the Strategic Plan. She will be distributing it to the board (12 of 32 objectives are still in progress).</p>	<p>Members should read the CEO/Agency reports and contact Mae-Ling with any questions.</p>
<p><b>STANDING COMMITTEE REPORTS</b></p> <p><b>Auction</b> (Sherri Rippon)</p> <p><b>Development/Public Relations</b> (Marsha Lemons)</p>	<p>The auction will be a virtual event held this Thursday, May 27, 2021. A lot of work went into making this auction the best ever! Sherri is asking everyone to share/invite everyone on their social media lists.</p> <p>No report submitted. The committee will meet next Thursday, June 3<sup>rd</sup>, if anyone would like to participate.</p>	<p>Members should read the Standing Committee reports and contact the Committee Chairperson with any questions.</p>

<p><b>Finance</b> (Ed Sigl, Mae-Ling Kranz)</p> <ul style="list-style-type: none"> <li>Salary/Benefits Under expenditure (Mary-Louise Schweikert)</li> </ul> <p><b>TIAC</b> (Toni Byrd)</p> <p><b>Governance</b> (Marsha Lemons)</p> <p>Board Recruitment</p> <p><b>Personnel</b> (Mary Louise Schweikert)</p>	<ul style="list-style-type: none"> <li>Mae-Ling gave an overview of the draft budget for FY21-22. The board will vote on the budget in June.</li> <li>Updates to the salary scale were discussed.</li> <li>The policy related to employee + spouse health insurance coverage will need further discussion.</li> </ul> <p>Salaries and benefits are underspent. Funding agencies recommend and approve bonuses and vacation buy-outs as a way to utilize underspent funds. The dollars are already in the budget and would be covered by existing grants. The Personnel and Finance Committees are on board with this recommendation.</p> <p>No report submitted.</p> <p>Amy informed the board that a correction to a typographical error was made to the By-Laws.</p> <p>New board members will start their term on July 1, 2021. Amy asked for volunteers to mentor new board members.</p> <p>No report submitted.</p>	<p>Mae-Ling will provide a copy of the revised Salary Schedule (to include combining Levels G and H) to members prior to any vote being taken on the final budget at the June meeting.</p> <p><u>Motion by Personnel and Finance Committees:</u> To approve bonuses and vacation buy-outs as discussed. <u>Seconded by Kendra Aucker.</u> <u>Motion carried.</u></p> <p><u>Motion by the Membership Committee:</u> To present Jeremy Cook, Aubyn Johnson and Sabra Carr for nomination to the board. <u>Seconded by Helen Nunn.</u> <u>Motion carried.</u></p>
<p><b>NEW BUSINESS</b></p>	<p>None</p>	

<b>NEXT MEETING DATE (Amy Gronlund)</b>	<p>The next Board meeting will be held on Tuesday, June 22, 2021 at 7 PM. Members should plan to attend by Zoom. Any board member unable to attend should inform the board president as soon as possible.</p>	<p>Committee reports are due <u>Tuesday, June 15<sup>th</sup>, at noon.</u></p>
<b>STAFF MEETING PARTICIPATION BY BOARD (Amy Gronlund)</b>	<p>Staff meetings have been changed to bi-weekly Friday Zoom meetings. Members of the Board are encouraged to participate.</p>	<p>Members should contact Mae-Ling with dates they would like to participate.</p>
<b>EXECUTIVE SESSION (Amy Gronlund)</b>	<p>Staff were excused from the meeting, and the Board adjourned into Executive session at 8:24 PM.</p>	<p><u>Motion by Stacey Pearson-Wharton:</u> To adjourn into Executive Session. <u>Seconded by Sherri Rippon.</u> <u>Motion carried</u></p> <p>The regular meeting of the Board resumed at 8:30 PM.</p>
<b>ADJOURNMENT</b>	<p>Amy Gronlund adjourned the meeting at 8:31 PM.</p>	

Transitions is a crisis center that provides advocacy, empowerment, and education to victims, survivors, families, and communities to end patterns of violence and abuse.