

Transitions Board of Directors Minutes Remote Meeting held via Zoom

October 26, 2021

MINUTES COMPILED AND SUBMITTED BY: Tracy Strosser, Administrative Support Assistant Reviewed by Secretary, Christine Dotterer

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
Р	D. Toni Byrd, President	Р	Amanda Gaynor	Р	Mary Louise Schweikert
Р	Helen Nunn, Vice President	Р	Amy Gronlund	Α	Linda Treese
Р	Ed Sigl, Treasurer	Р	Aubyn Johnson	Р	Stacey Pearson Wharton
Р	Christine Dotterer, Secretary	Р	Sabra Karr		
Р	Mae-Ling Kranz, CEO	Р	Marsha Lemons		
Р	Kendra Aucker	Α	Tamara Normington		
Р	Jeremy Cook	Р	Stacy Richards		
Α	Robert Cook	Р	Sheri Rippon		

STAFF PRESENT: Heather Over

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AGENDA ITEM/SUBJECT	DISCUSSION SUMMARY	ACTION AND REQUIRED FOLLOW- UP
CALL TO ORDER (D. Toni Byrd)	The Meeting was called to order at 7:02 pm by Board President D. Toni Byrd.	
ROLL CALL	Christine Dotterer, the Secretary, took roll call.	
Grants & Compliance Overview (Heather Over)	 Heather Over, Grants and Compliance Director, gave an overview of her day-to-day duties. Heather's first responsibility is Grant Manager, writing applications and programmatic grants. Heather works directly with the Fiscal Department. Developing programs within Transitions that need to be expanded. Ensures our policies align with PCAR, PCADV and, PANO standards. Heather also oversees HR, which encompasses; hiring, training, grievances, coaching, and supervision. The challenge is spending much of the time filling the many openings with few applications to fill the roles. 	
SECRETARY'S REPORT (Christine Dotterer)	Minutes were previously distributed. No additions or corrections were noted.	Motion by Amy Gronlund: To accept the Minutes of the September 28, 2021 Board Meeting as presented. Seconded by Helen Nunn. Motion carried.
Approval of Minutes from 09/28/21		

TREASURER'S REPORT	Mae-Ling and Ed Presented a Variance Dashboard PowerPoint. The	Motion by Kendra Aucker: To accept
(Ed Sigl and Mae-Ling Kranz)	summary is intended to provide an abridged overview of the finances	the Treasurer's Report for September
	of the agency. The Financial Summary contained the following slides:	2021, as presented.
Approval of Variance Reports	Key Takeaways	Seconded by Christine Dotterer.
	 We are right on target. 	Motion carried.
	Total Assets	
	 Our operating cash is greater 9/2021 than 9/2020. 	
	Budget vs. Actual (Month and Year)	
	 Income is greater than what was budgeted. 	
	Balance Sheet	
	 The cash is stays in the organization and ends up in 	
	Deposit accounts.	
	Accounts Receivable	
	Expense Dashboard Overview	
	 No change from the previous month. 	
	Revenue vs. Expenses (Actual)	
	We are showing a small net income.	
	The Variance dashboard was previously distributed to the Board.	
CEO/AGENCY REPORTS	CEO and Agency reports for September 2021 were distributed to the	Members should read Mae-Ling's and
(Mae-Ling Kranz)	Board previously. Mae-Ling highlighted:	the other staff's reports and contact
	 We are struggling with finding and hiring the right people 	Mae-Ling with any questions.
	and with the supply chain.	
	 We are working hard to serve as many clients as possible. 	
	 The Annual Appeal is approaching, and we are requesting 3 	
	or 4 new names from Board Members to build our donor list.	
	 We are asking the Board Members to write personal notes 	
	on the Annual Appeal letter.	
	 The VOCA funds helped us with repairs and vehicles. 	
	 You will find the quarterly newsletter in the packet. 	
	 The quarterly Dashboard of statistics shows an increase in 	
	requests.	
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STANDING COMMITTEE REPORTS		
Auction (Sheri Rippon)	No report submitted	
Development and Public Relations (Marsha Lemons)	No report submitted	
Finance (Ed Sigl/Mae-Ling Kranz)	Please see Treasurer's Report.	
Governance (Mary Louise Schweikert)	The Board Satisfaction Survey was presented. Board Education: CEO's long-term vision for Transitions, as well discussion of potential changes. CEO's expectations for the Board. Review and evaluations of New Member Orientation. Review and discussion of project and activity effectiveness and lessons learned throughout the year. Board Composition: Ethic/racial, generational, gender, and geographic diversity of the Board membership. Board Operations: Role of Executive and Governance Committees in Board operations. Timeline for and value of information shared with the Board.	

Personnel (Helen Nunn)	No report submitted	
STAFF MEETINGS PARTICIPATION BY BOARD (D. Toni Byrd)	Staff meetings are held on the 2nd Friday of each month at 12:00 pm. Staff In-Service will be the 4th Friday of the month at 12:00 pm for Education. Board members who are interested in attending, please contact Tara Day Ulrich, who is facilitating the virtual meetings.	
EXECUTIVE SESSION (D. Toni Byrd)	Staff was excused from the Meeting, and the Board adjourned into the Executive session at 8:07 pm.	Motion by Mary Louise Schweikert: To adjourn into Executive Session. Seconded by Amy Gronlund. Motion carried. Motion by Helen Nunn: To adjourn into Regular Session. Seconded by Sabra Karr. Motion carried. The regular Meeting of the Board resumed at 8:08 pm.
NEXT MEETING DATE (D. Toni Byrd)	The next Meeting date is Tuesday, December 7, 2021, at 7:00 pm.	Staff and Committee reports are due Tuesday, November 30, 2021 , at noon.
ADJOURNMENT	The Meeting was adjourned at 8:09 pm.	