



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

**STAFF PRESENT:** Heather Over



<p><b>TREASURER'S REPORT</b> <b>(Ed Sigl and Mae-Ling Kranz)</b></p> <p>Approval of Variance Reports</p>	<p>Mae-Ling and Ed Presented a Variance Dashboard PowerPoint. The summary is intended to provide an abridged overview of the finances of the agency. The Financial Summary contained the following slides:</p> <ul style="list-style-type: none"> <li>• Key Takeaways <ul style="list-style-type: none"> <li>○ We are right on target.</li> </ul> </li> <li>• Total Assets <ul style="list-style-type: none"> <li>○ Our operating cash is greater 9/2021 than 9/2020.</li> </ul> </li> <li>• Budget vs. Actual (Month and Year) <ul style="list-style-type: none"> <li>○ Income is greater than what was budgeted.</li> </ul> </li> <li>• Balance Sheet <ul style="list-style-type: none"> <li>○ The cash is stays in the organization and ends up in Deposit accounts.</li> </ul> </li> <li>• Accounts Receivable</li> <li>• Expense Dashboard Overview <ul style="list-style-type: none"> <li>○ No change from the previous month.</li> </ul> </li> <li>• Revenue vs. Expenses (Actual) <ul style="list-style-type: none"> <li>○ We are showing a small net income.</li> </ul> </li> </ul> <p>The Variance dashboard was previously distributed to the Board.</p>	<p><u>Motion by Kendra Aucker:</u> To accept the Treasurer's Report for September 2021, as presented.</p> <p><u>Seconded by Christine Dotterer.</u></p> <p><u>Motion carried.</u></p>
<p><b>CEO/AGENCY REPORTS</b> <b>(Mae-Ling Kranz)</b></p>	<p>CEO and Agency reports for September 2021 were distributed to the Board previously. Mae-Ling highlighted:</p> <ul style="list-style-type: none"> <li>• We are struggling with finding and hiring the right people and with the supply chain.</li> <li>• We are working hard to serve as many clients as possible.</li> <li>• The Annual Appeal is approaching, and we are requesting 3 or 4 new names from Board Members to build our donor list.</li> <li>• We are asking the Board Members to write personal notes on the Annual Appeal letter.</li> <li>• The VOCA funds helped us with repairs and vehicles.</li> <li>• You will find the quarterly newsletter in the packet.</li> <li>• The quarterly Dashboard of statistics shows an increase in requests.</li> </ul>	<p>Members should read Mae-Ling's and the other staff's reports and contact Mae-Ling with any questions.</p>

<b>STANDING COMMITTEE REPORTS</b>		
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)	<p>The Board Satisfaction Survey was presented.</p> <ul style="list-style-type: none"> <li>• Board Education:             <ul style="list-style-type: none"> <li>○ CEO’s long-term vision for Transitions, as well discussion of potential changes.</li> <li>○ CEO’s expectations for the Board.</li> <li>○ Review and evaluations of New Member Orientation.</li> <li>○ Review and discussion of project and activity effectiveness and lessons learned throughout the year.</li> </ul> </li> <li>• Board Composition:             <ul style="list-style-type: none"> <li>○ Ethic/racial, generational, gender, and geographic diversity of the Board membership.</li> </ul> </li> <li>• Board Operations:             <ul style="list-style-type: none"> <li>○ Role of Executive and Governance Committees in Board operations.</li> <li>○ Timeline for and value of information shared with the Board.</li> </ul> </li> </ul>	

Personnel (Helen Nunn)	No report submitted	
<b>STAFF MEETINGS PARTICIPATION BY BOARD (D. Toni Byrd)</b>  <b>EXECUTIVE SESSION (D. Toni Byrd)</b>	<p>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.</p> <p>Staff was excused from the Meeting, and the Board adjourned into the Executive session at 8:07 pm.</p>	<p><u>Motion by Mary Louise Schweikert:</u> To adjourn into Executive Session. <u>Seconded by Amy Gronlund.</u> <u>Motion carried.</u></p> <p><u>Motion by Helen Nunn:</u> To adjourn into Regular Session. <u>Seconded by Sabra Karr.</u> <u>Motion carried.</u></p> <p>The regular Meeting of the Board resumed at 8:08 pm.</p>
<b>NEXT MEETING DATE (D. Toni Byrd)</b>	The next Meeting date is Tuesday, December 7, 2021, at 7:00 pm.	Staff and Committee reports are due <b>Tuesday, November 30, 2021</b> , at noon.
<b>ADJOURNMENT</b>	The Meeting was adjourned at 8:09 pm.	