



**Board of Directors Meeting Minutes
Friday, December 7, 2018**

The mission of Children First/Communities In Schools is to empower children and their families to reach their full potential through advocacy, education and services. As Communities In Schools, we surround children with a community of support, empowering them to stay in school and achieve in life.

Mission Highlights

-Last year 420 community members volunteered more than 3,000 hours with CF/CIS at our Learning Centers, the Family Resource Center and as Reading Buddies in the schools we serve.

-This holiday season, CF/CIS helped provide gifts (4 gifts – something you want, need, to wear, and to read) to 265 children (ages 0-18) from 106 families in this community through our Holiday Giving initiative.

Topic	Desired Outcomes	Who/Time
1. Welcome 2. Review Mission Statement 3. Consent Agenda	1. Acknowledge Attendees 2. Reminder of Mission 3. Address Approval of: <ul style="list-style-type: none"> a. November Meeting Minutes b. Personnel Policies Revision -Vacation c. TQS Items -Leadership Continuity Procedures -Program Business Partner Policies 	Cecilia 8:30
<i>Discussion:</i>		
<i>Outcome/Next Steps:</i> <ul style="list-style-type: none"> • A motion to approve the November meeting minutes was made by Jennifer; Seconded by Mark. Motion was unanimously approved. • A motion to approve the revised vacation policy as presented was made by Shawn; Seconded by Sallie. Motion was unanimously approved. • A motion to approve the TQS Leadership Continuity Procedures as presented was made by Sallie; Seconded by Mark. Motion was unanimously approved. • A motion to approve the TQS Program Business Partner Policies as presented was made by Mark; Seconded by Dave. Motion was unanimously approved. 		
4. Equity & Inclusion	Circulate Published Letter to The Editor	Cecilia 8:40
Ensure organization has strong infrastructure to support our mission.		

5. Board Development Committee	1. Resignation- Ruafika announced her resignation from the board to due time constraints in her new position with ACS. 2. Nomination – A brief bio about Mike Knepshield with Home Trust Bank was shared with the Board for consideration as a new board member. <ul style="list-style-type: none"> • A motion to approve Mike Knepshield for the board starting February 2019 was made by Laurie; seconded by Jennifer. Motion was unanimously approved. 	Laurie 8:45
6. Fundraising/Resource Development Committee Update	1. Mission Highlights & Engagement Opportunities 2. Mountain Xpress Give!Local 3. Resource Development Financial Report 4. Grants Received (non-Advocacy) 5. Holiday Appeal 6. Holiday Giving	Kate 8:50
<p><i>Discussion:</i> Kate highlighted agenda changes to capture mission highlights/engagement opportunities per feedback from board members; 269 children are being sponsored for holiday giving this year; Board member business cards were shared and members were encouraged to use these when talking about their work with CF/CIS; Give!Local Campaign is underway through December 31st – goal is \$6,000, which includes \$3,000 match from Publix Charities; Members were reminded that the first board gifts are due before year end; An update on the status of grants CF/CIS applied for was provided (received \$20,000 from CFWNC People in Need for SSS; received \$35,500 from Sisters of Mercy); Advocacy funding remains strong with support from NC Child, CFWNC, and Z Smith Reynolds; Holiday appeal is expected to be sent next week.</p>		
<p><i>Outcome/Next Steps:</i> Members encouraged to help with donor notes</p>		
<p>Increase and diversify revenue sources and maintain strong financial oversight to meet the mission of the organization and provide long-term sustainability.</p>		
7. Finance Committee Report	1. October Financials	Jonathan 8:55
<p><i>Discussion:</i> Morgan provided the October financial report – no significant changes to the overall budget; a new budget will be submitted to AmeriCorps capturing the decrease in recruited members this year; individual donations remain down for the year; Wade’s services are decreasing so some of the funds set aside to cover his services will be reallocated.</p>		
<p><i>Outcome/Next Steps:</i> A motion was made to approve the October financials by Elizabeth;Seconded by Cecilia. Motion was unanimously approved.</p>		

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8. Board & Staff Social	1. Board & Staff Introductions 2. Board & Staff Sharing 3. Strategic Planning Presentation by Beth Trigg	Natasha 9:00
<i>Discussion:</i> Capacity Grant/Strategic Planning Overview: CCAT results were reviewed early summer; Now the process involves gathering/analyzing data; Board members will be asked to interview 1-2 community members for data collection purposes; A community listening project with family members (identified by staff) will be facilitated by two additional consultants; Wade will perform a financial review with leadership staff; All this information will result in a strategic framework. Most of this work will begin in January with a March completion goal.		
<i>Outcome/Next Steps:</i>		
Confirm Next Meeting	Friday, February 1st, 8:30 am	Cecilia 10:00

**Engagement Opportunities
For
December**

-Send hand written holiday cards to donors. If interested, Kate will provide names, addresses, sample text, cards and stamps by December 11th. Cards should be mailed by you by December 19th.