



**Board of Directors Meeting Minutes
Friday, November 2, 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.

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. October Meeting Minutes b. TQS Items <ul style="list-style-type: none"> -Business Continuity Procedures -Background Check Policies 	Cecilia 8:30
<p><i>Discussion:</i> Cecilia welcomed members and confirmed that quorum was met. The organizational mission statement was read. Several TQS documents were sent out to the Board prior to the meeting for review: a revised Background Check policy and revised Financial Policies.</p>		
<p><i>Outcome:</i> Motion was made to approve the September meeting minutes by Jennifer and seconded by Mark – motion was unanimously approved. Motion was made by Laurie to approve the Background Check policy as presented and seconded by Mark – motion was unanimously approved. Motion was made by Stacey to approve the Record Retention policy as presented and Yuki- motion was unanimously approved.</p>		
<p><i>Next Steps:</i></p>		
4. Audit	1. Presentation 2. Discussion - Slater Solomon presented a summary of the organizational audit – clean audit, an unmodified opinion was determined; the overall financial health of organization is strong with over .5 million in cash, no debt, and a deficit for the year of approximately \$50,000. (Morgan explained that the actual deficient number last year was higher.) The size of the deficit in relation to the overall financial picture of organization does not raise major concerns at this time. The ratio of program expenses is at about 80%. Members were encouraged to read through the audit themselves.	Natasha & Slater Solomon 8:35

	Audit Vote by the board – A motion to approve the audit was made by Laurie and seconded by Jennifer – motion was unanimously approved.	
5. Equity & Inclusion	<p>1. Racial Justice Coalition Update 2. Op Ed Request and Alternative</p> <p>Meeting with Dogwood Health Trust Board Chair and their Executive Director was held to encourage the selection of a more diverse board to better reflect our community. The group is moving forward to achieve more geographical diversity and has stated that there will be no more new representation from Buncombe. The board is capped at 19 members. Members were encouraged to review the Dogwood Trust website. (\$1.5 billion to go across 18 counties.)</p> <p>An Op-Ed was published last week by members of the Racial Justice Coalition concerning this matter without CFCIS sign-on.</p> <p>CFCIS will submit a letter to the editor encouraging the Dogwood Trust Fund Board to reflect diversity in race and gender.</p>	Cecilia 8:55
Ensure organization has strong infrastructure to support our mission.		
6. Board Development Committee	<p>1. Board & Staff Social 2. Scope of Representation Update</p> <p>The December 7th board meeting will include a breakfast social with the staff. Members will be asked to contribute food and beverages.</p> <p>Natasha will be meeting with Chris Campbell prior to the next board meeting regarding members’ conflict of interest concerns as previously discussed.</p>	Laurie 9:05
7. Fundraising/Resource Development Committee Update	<p>1. Race to the Taps 2. Back to School Appeal 3. Board Giving 4. Holiday Giving</p>	Kate 9:15

	5. Funds Received to Date	
<p><i>Discussion:</i></p> <p>-Race to the Taps – netted \$1,200 and increased organizational name recognition in the community.</p> <p>-Give Local Campaign is starting - this is our third year participating. Last year netted \$4,000 and included new donors.</p> <p>-Board Giving – CFCIS is reinstating the Mind the Gap tour for board members on November 14th from 3:45-4:45</p> <p>-Holiday Giving - The plan is to serve approximately 150 children. Each child receives four gifts that average \$75.00 value. Gifts are due by early December.</p> <p>-Board Giving - Pledge cards were distributed today. Members were asked to make their first gift to the organization by November 15 – the board goal is \$6,500.</p> <p>-Funds received to date – Chart of funds received, pledged and the monthly gaps were presented.</p>		
<i>Outcome:</i>		
<i>Next Steps:</i>		
Increase and diversify revenue sources and maintain strong financial oversight to meet the mission of the organization and provide long-term sustainability.		
8. Finance Committee Report	1. September Financials	Jonathan 9:25
<p><i>Discussion:</i></p> <p>September financials were reviewed. Currently have approximately 3 months of operating expenses; Americorps income is down due to having fewer members. – Capping at 19 members now; A revised Americorps budget to be submitted to NC Commission for approval.</p>		
<i>Outcome:</i>		
Motion to approve the September financials as presented was made by Dave and seconded by Sallie - Motion was unanimously approved.		
<i>Next Steps:</i>		
Expand Advocacy efforts to educate and empower the community to take action		
9. Success Equation Update	1. Success Equation Committee Updates 2. FFAB *Family Friendly Affordable Buncombe*	Greg 9:35
<p><i>Discussion:</i> FFAB kickoff – Website is now live and includes an endorsement page which members were encouraged to fill out, a FFAB Press conference was held and included parent representatives, MAHEC CEO, BPFC ED, Citizen Times present and local press was secured. This week BC Commissioners approved a \$3.6 million ECE fund with strong bipartisan support. Success Equation will be meeting to create an updated policy agenda.</p>		
<i>Outcome:</i>		

<i>Next Steps:</i>		
Ensure organization has strong infrastructure to support our mission.		
10. Executive Director Update	1. Staffing Updates -Madeline McNeal, New PPAC Assistant <i>(part-time)</i> -Mary Cozen, New SSS at Claxton <i>(full-time)</i> 2. General Updates -TQS TA Visit -CISNC ED Retreat -CF/CIS Website Revamp <i>*Kate*</i> -CF/CIS Board Meeting Agenda Reformatting <i>*Kate*</i>	Natasha 9:45
<i>Discussion:</i> All staffing positions are filled at this time; TQS TA visit was conducted and all is on track for a January presentation to National CIS Governance Committee; Natasha recently attended the CISNC Ed retreat; CFCIS website has been revamped and is now live; Board Meeting agenda reformatting to come per board member input during Kate' one-on-one meetings.		
<i>Outcome:</i>		
<i>Next Steps:</i>		
Confirm Next Meeting	Friday, December 7 th , 8:30 am	Cecilia 9:55