

Meeting Title: Regular/Monthly Board Meeting

RECAP

08/07/07

7:30 PM

FCN OFFICE SPACE

MEETING CALLED BY	Marianne Brouillette (Treasurer)
TYPE OF MEETING	Regular/Monthly Board Meeting
FACILITATOR	
NOTE TAKER	Leo Monroe, Secretary
TIMEKEEPER	
ATTENDEES	Marianne Brouillette (Treasurer), Leo Monroe (Secretary), Robert (Bob) Dunn, Jamie Maury, Holland Morgan

Guest: Jonie Blinman, Kristin Pittman, Dan Watson
Absent: Fred Richter

Agenda topics

AGENDA / MINUTES PRESENTATION

MARIANNE

DISCUSSION	<ul style="list-style-type: none"> agenda -Bob proposed discussing agenda items that were incorporated into the Action Log update at the time of the Action Log's discussion/Agenda entry 	
	♦ July 2007 Board Meeting Minutes were presented.	
CONCLUSIONS	Agenda - Motion made to accept with proposed modifications; it was seconded; a vote taken; motion passed. Agenda accepted.	
	• Minutes – Motion made to accept; it was seconded; a vote taken; motion passed. Minutes accepted.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
N/A		

FINANCIAL REPORT & GRANTS/FUND RAISING

MARIANNE

DISCUSSION	<ul style="list-style-type: none"> Printed report distributed 	
	<ul style="list-style-type: none"> All bills in paid status, (1) deposit made Jamie asked whether expenses have been fitting with existing grant requirements Jamie asked about ending dates of exiting grants & any carryover funds Bob asked <ul style="list-style-type: none"> -whether any grant funds were to be returned to grantors -how does the board want to proceed with future grant applications -how best to identify grant stipulations on expenditures & to track organizational expenditures Marianne distributed a grant summary package that she compiled from review of hard & soft files received from past SOY committee & board advisors 	
CONCLUSIONS	<ul style="list-style-type: none"> Register balance (considering cleared & not cleared checks & deposits) as of 7/31/07 = \$6360.05 Marianne reported based on her recent review of awarded grants & remaining grant-related funds, expenses were in alignment with requirements. Also, there are no monies to return to grantors. The last awarded grant was Southern Partners with a grant agreement established for May 2006 – May 2007. There are no current grants. The grant committee to meet and consider future grant opportunities & procedures 	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
The grant committee to meet and consider future grant opportunities & procedures	Grant committee	9/2007

ACTION HISTORY LOG

BOB/ALL

DISCUSSION	<ul style="list-style-type: none"> Bob distributed an updated log. The log was reviewed by all & Issue Items were marked as to their status of In Progress, Tabled, or Closed 	
	<ul style="list-style-type: none"> Bob requested assistance in monitoring e-mail communication related to SOY 	
	<ul style="list-style-type: none"> Locating an alternate meeting space has been closed. It is agreed that SOY will invest in creating a shared, comfortable meeting space at the FCN office space 	
	<ul style="list-style-type: none"> Bob distributed a summary of current facilitators and the related documentation of their eligibility & qualification to serve as facilitators - the documentation consists of electronic & paper files - some documentation needs retracing or submittal -Current facilitator/volunteer review process = a paper application & consent form for background check submitted to Bob; Bob forwards consent form to Ernie Lee, attorney, for submission of screening – Ernie has access through his law practice to a company that provides/conducts the screenings; applicants independently submit drug screen at Health & Awareness Enterprises. Upon receipt of satisfactory background & drug screens, applicant undergoes facilitator training 	
	<ul style="list-style-type: none"> The SOY banner is still unaccounted for 	
CONCLUSIONS	See newly updated log for detailed summaries	
	-Jamie is willing to help monitor the e-mail account communications	
	-Marianne suggested rotating the monitoring the e-mail account in the way that the cell phone is rotated	
	-SOY will donate money & manpower to help FCN spruce the office space	
	-Jamie & his partner are willing to donate a replacement banner if the original isn't located by 8/17/07	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> Jamie & Bob meet re: e-mail monitoring 	Bob & Jamie	8/2007
<ul style="list-style-type: none"> Research missing documents on drug screen responses 	Bob	8/2007
<ul style="list-style-type: none"> Research legal concerns re: missing documentation on facilitators 	Holland	8/2007

DASHBOARD REPORT

BOB

DISCUSSION	<ul style="list-style-type: none"> Written report distributed 	
	<ul style="list-style-type: none"> 	
CONCLUSIONS	<ul style="list-style-type: none"> See report for detailed summaries 	
	<ul style="list-style-type: none"> BOB WILL MONITOR THE PHONE IN AUGUST 	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
NA		

MEDIA

ALL

DISCUSSION	<ul style="list-style-type: none"> ◆ Brochures: Bob has worked with Spanish Moss to create the updates for the brochures. ◆ 5000 brochures have been ordered & printed through Spanish Moss 	
	<ul style="list-style-type: none"> ◆ -Jonie & Kristin presented their proposed modified flyer designs. They also suggested that the selected design(s) could be printed on small postcard sized paper for easy carry by the youth 	
	<ul style="list-style-type: none"> ◆ Radio recording done at Savannah State University by Bob, Holland, & Ellen went well. It took place 8/7/07, 3:00 PM – Broadcast show is "Stir It Up" on WHCJ 90.3 FM to be aired 8/31/07, 12:00PM. 	
CONCLUSIONS	<ul style="list-style-type: none"> ◆ It was agreed that the use of silhouette images was better than using images of persons ◆ Jonie & Kristin will update their proposed flyer designs based on feedback from the board & youth 	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Update flyers	Jonie & Kristin	9/2007

SAVANNAH PRIDE

ALL

DISCUSSION	<ul style="list-style-type: none"> • Bob reported that he has the application for a booth 	
	<ul style="list-style-type: none"> ◆ Marianne is researching commercial liability insurance coverage, which the organization needs as part of its operation , but also, verification of coverage is an aspect of the Pride booth application 	
	<ul style="list-style-type: none"> ◆ Board members will wear t-shirts or polo shirts that have SOY logo 	
CONCLUSIONS	<ul style="list-style-type: none"> ◆ Savannah Pride application & liability insurance are needed 	
	<ul style="list-style-type: none"> ◆ Further discussion to be conducted via e-mail 	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
◆ acquire a second quote on liability insurance; submit Pride application	Marianne	8/2007
◆ forward polo shirt ordering information to members	Bob	8/2007

EDUCATOR'S CONFERENCE

ALL

DISCUSSION	<ul style="list-style-type: none"> • tabled 	
CONCLUSIONS	<ul style="list-style-type: none"> ◆ 	
	<ul style="list-style-type: none"> ◆ 	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
◆		

OTHER

ALL

DISCUSSION	<ul style="list-style-type: none"> • Bob received soft (discs) & hard (prints) copies & files of past SOY documents and records from Ernie, former board member & president • -Bob distributed to board members computer discs & flash cards with documents/files that he compiled after sorting the material
CONCLUSIONS	<ul style="list-style-type: none"> ◆
	<ul style="list-style-type: none"> ◆

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
NA		

OBSERVERS	None
RESOURCE PERSONS	None
SPECIAL NOTES	
	The next board meeting was set for September 11, 2007 at 7:30 PM at FCN's office space
	Meeting adjourned 9:00 PM