

Sullivan County Head Start, Inc.

Board of Directors Meeting

February 10, 2011

I. Call to order

Charles Davis called to order the regular meeting of the S.C.H.S. Board of Directors at 5:45 p.m.

II. Attendance

The following persons were present: Charles Davis, Jean Van Lowe, Meta Sorge, Sharon Hornbeck, Della Rodriguez, Arlene Lambert, Donna Willi, Anthony Perito, Bertha Williams, and Yvette McIntosh.

III. Approval of minutes from last meeting

Minutes read. Motion made by Sharon Hornbeck to accept minutes of January 25, 2011 meeting. 2nd by Meta Sorge - Motion carried.

IV. Open Issues

- a) Review of Form 990 for members who did not attend previous meeting.
- b) Yvette will provide "Conflict of Interest" form to be signed by Board members at next meeting.
- c) When By-laws get updated conflict of interest must be in them.

V. Executive Director's Report

- a) Monthly program report reviewed. Snow days in January caused for poor attendance. Goal is to meet 85% attendance each month. Could affect funding if we do not meet attendance goal.
- b) Annual Report and Community Assessment passed out. Emergency Preparedness plan needs to be finalized.

Motion to accept Executive Director's report made by Anthony Perito 2nd by Sharon Hornbeck – Motion carried

VI. Financial Report

- a) Early Head Start expansion ARRA budget for month ending 1/31/11 reviewed. ARRA funding is in its second year and we hope that it will continue. We are waiting on basic grant award for new fiscal year.
- b) We may have to go into our buffer, we are still doing well in terms of daily business because we have cut back on spending.

Motion made by Meta Sorge to accept the financial reports 2nd by Sharon Hornbeck –
Motion carried

VII. **New Business**

a) none

VIII. **Adjournment**

Motion made by Meta Sorge to adjourn meeting at 7:10 p.m.

Minutes submitted by:

Della Rodriguez