

Sullivan County Head Start, Inc.

Board of Directors Meeting

July 28, 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: Meta Sorge, Carl Silverstein, Charles Davis, Kulli Kask, Arlene Lambert, Gladys Walker, Bertha Williams, and Yvette McIntosh.
Invited guest – Larry Schaffman

III. Approval of minutes from last meeting

Carl Silverstein moved to accept minutes of 6/14/11 meeting, 2nd by Meta Sorge - Motion carried.

IV. Open Issues

- a) Audit report presented by Elizabeth Loarca from Knack & Pavloff. Presented financial statement and summary of findings and issues. Management letter and schedule of findings distributed to members.
- b) Unrestricted net assets are \$240,223 down by \$44,575 due to spending more than grants awarded. Elizabeth walked the board through the financial statement.
- c) Donated services were up mainly due to builders and cleaners in-kind
- d) Head Start purchased 2 new buses in 2011 the funds were received in 2010 and the funds were released from restrictions. Motion made by Kulli Kask to accept the auditor's report 2nd by Gladys Walker – Motion carried.
- e) Invited guest Larry Schaffman with a background in P.R. and grant writing, spoke about the possibility of exploring grant opportunities to help bring more monies to S.C. Head Start, Inc.
- f) Discussion around how he would be paid and method of seeking grant opportunities to help Head Start.
- g) Arlene Lambert made a motion that the Executive Director meet with Mr. Schaffman to discuss the possibilities of working together.

V. Executive Director's Report

- a) Monthly program report discussed. Next Board meeting will present report on how we compare with Head Start programs around the Nation.
- b) September 28th at 11:00 a.m. is the annual risk management meeting (RMM) with Regional office. Board members are invited to attend – it is held by conference call.

- c) Still waiting for the official announcement for the USDA grant in the amount of \$27,300. Gladys Walker attests to and Charles Davis signed off on the USDA grant application.
- d) Gladys Walker made a motion to approve the USDA grant application 2nd by Meta Sorge – motion carried.
- e) The children’s center at the S.C. Court will reopen on 8/15. S.C. Head Start, Inc. will administer the grant. The center will be open 3 days per week. Mrs. Williams will be meeting with Judge Meddaughs to see what support they can offer the center.
- f) Gladys Walker moved to accept the Executive Director’s report, 2nd by Arlene Lambert.

VI. Financial Report

- a) Yvette introduced tax return IRS form 990. Number of hours needed to be charged on page #7. Gladys Walker made a motion to accept report with change to page 7, 2nd by Arlene Lambert – motion carried.

VII. New Business

- a) None.

VIII. Adjournment

Meeting adjourned at

Minutes submitted by:

Kulli Kask