

(Action items are in red font.)

CHOICE AND CONSEQUENCE BOARD OF DIRECTORS MEETING MINUTES

March 18, 2004

5:00 p.m. – 8:00 p.m.

Gordon & Emi McElroy's House

13004 25th Ave. S.E.

Everett, WA. 98208

1. The Choice and Consequences Board of Directors met on Thursday, March 18th, 2004. The following members were present/absent:

Present

Colleen Williams
Jack Wilson
Rima Blackwell
Barbara Otonicar
Kathy Ketchum
Gordy McElroy

Absent

Marielle Harrington
Rebecca Rose
Mandi George (Excused)

Excused = Informed General Manager Prior to Meeting that they would not be in attendance.

2. Review Previous Meeting Minutes: The meeting started with Colleen asking the Board of Directors to review the minutes from the last meeting. The group reviewed and validated them.

3. Old Business:

A. Employee Handbook: The board reviewed the employee handbook that Barbara had put together. After a through review the board members only had a few minor changes. **Colleen noted the recommended changes and will pass them onto Barbara so that a final draft can be produced. The final Employee Handbook draft will be presented at the next meeting.**

B. Insurance Coverage: Colleen passed around the 1st bid that she had received for insurance coverage. The bid was for \$845.00 per year for D & O insurance and \$525 for General Liability coverage. **She informed the group that she was in the process of getting a second bid and would present it to the board by the next meeting for the board to vote and select an insurance provider.**

C. General Manager & Health Educator Job Descriptors: The board reviewed the job descriptions for General Manager and Health Educator. **The major change that the board members recommended was to add the requirement that both must possess a valid Washington State Driver License and auto insurance. Colleen said she would make the changes and bring the final draft to the next Board meeting.**

D. Status of United Way and CFC Applications: Colleen informed the Board that she was almost finished it the applications since the 990 is signed by the CPA.

E. Lawyer & CPA: Colleen informed the group that she is still researching a Lawyer and CPA for Choice and Consequence. **She will present some options at the next meeting.**

F. Youth Advisory Board: Colleen informed the Board that she is in the process of recruiting several youth to sit on the Youth Advisory Board. **A few of the Board members suggested that she contact the local YMCA or Boy's and Girls Club to ask for youth interested in sitting on the board. Colleen said she would follow-up with this and report back to the board at the next meeting on her progress.**

G. Survey Tool: **The Board reviewed the survey and after lengthy discussion decided that the survey needs to be written after the goal and objectives for Choice and Consequence is written.** By writing the survey second this will allow the group to design the survey with questions to measure how effectively Choice and Consequence is reaching their goal.

4. Interim Treasurer Nomination: Colleen informed the group that Stacy had to step down from the Board of Directors and as Treasurer because of the time that her job demands. She went on to inform the group that Rima had volunteered to fill the Treasurer position for a year until a new Treasurer is found. Gordy nominated Rima for Treasurer position and Jack seconded Gordy's nomination. **Rima Blackwell was voted in as Treasurer to fill Ms. Butchart's position until the term ends next May.**

5. Grant Proposal Status: Colleen passed around a copy of the grant that she put together for the Paul Allen grant. **The Board reviewed the proposal and suggested that she change the goal statement to be narrower and directed to measure the impact that Choice and Consequence has only on those groups that it presents to. Additionally, Jack suggested that Colleen rewrite the problem statement so that the statistics are laid out more clearly. Colleen said she would make the changes the board recommended and send it out for final approval from the board before she submits it to the Paul Allen Foundation.**

6. Staffing Level for 2004/05 School Year: **This item was tabled until the next Board of Director's meeting due to time constraints.**

7. Revised Budget for New Staffing Levels: **This item was tabled until the next Board of Director's meeting due to time constraints.**

8. New Agenda Items, Next Meeting Date, Time and Location: **The Board suggested that they meet once a month for a few months until the organizational structure is more firmly established. The next meeting was set for April 29th and Gordy volunteered to continue to host the meetings at his house since it's a central point for all the Board Members. Colleen commented that she would send out an agenda in a few weeks.**