

# CHOICE AND CONSEQUENCE BOARD OF DIRECTORS MEETING MINUTES

April 29, 2004

6:00 p.m. – 8:00 p.m.

Gordon & Emi McElroy's House

13004 25<sup>th</sup> Ave. S.E.

Everett, WA. 98208

1. The Choice and Consequence Board of Directors met for a special meeting to take care of priority matters on Thursday, April 29<sup>th</sup>, 2004. The following members were present/absent:

## **Present**

Colleen Williams

Gordy McElroy

Rima Blackwell

Barbara Otonicar

## **Absent**

Marielle Harrington

Rebecca Rose

Mandi George

Kathy Ketchum

**2. Board Membership:** Colleen announced to the board that Jack Wilson has resigned because he has taken a new position that will demand more of his time working out of state. She passed on that he wished everyone good luck and much success with C&C.

**3. 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.

## **4. Old Business:**

**A. Employee Handbook:** The board reviewed the final changes to the employee handbook. No further changes were recommended by the board. Rima motioned to approve the handbook and Gordy seconded the motion.

**B. Insurance Coverage:** Colleen distributed the 1<sup>st</sup> and 2<sup>nd</sup> bid that she had received for insurance coverage. The bid was for \$875.00 per year for Director's and Officers insurance and \$545 for general liability. Gordy moved to accept the insurance with the Anderson and Black Company, who provide both general liability and D & O coverage at higher levels than the second bid. Rima seconded the motion. Colleen was directed to pay the premium.

**C. General Manager & Health Educator Job Descriptors:** The board reviewed the job descriptions for General Manager and Health Educator. The board suggested a few changes/modifications and Colleen was directed to make the changes and send out for review to the board.

**D. Survey Tool:** The Board tabled this topic until the next meeting.

**5. Treasurer's Report:** Colleen passed out the "Balance Sheet" to each board member in addition to the budget plan. The board discussed and decided to increase the marketing budget to \$1,500.00. The approximate total remaining after outstanding obligations are paid is \$1,088.95. See attached schedule.

**6. Grant Proposal Status:** Colleen informed the group that she had submitted the Paul Allen grant by the 3/31/04 deadline and is working on several others at the current time. Colleen sent out the two-page letters of inquiry to 10 foundations and has not heard if any will request a full proposal.

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

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

**9. Information Technology Report:** Gordy discussed that changes need to be made to the web site and that he would look into what would be the best plan for dollar in terms of making changes to the current web pages to increase the search level results.

**10. New Agenda Items, Next Meeting Date, Time and Location:** The Board suggested that they return to meeting once every three months since the immediate and urgent items have been taken care of. The next quarterly meeting may be at the end of June. 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.

The board requests that any presenter unable to attend a board meeting prepare a short report on how the presentations in the community are going, any problems that may have come up, and any other items that might be of interest to the board.