

**Indian River County Healthy Start Coalition  
Board of Directors Monthly Meeting**

**Date:** April 16,2018

Members Present: Dr. Glenn Tremml, Charlene Kaplan, Cheryl Martinez, Patricia Pitts, Dr. Audrey Richards, Robert Savage, Robyn Stork-Hjalmeby , Katy Healy.

Others Present:

Not Present: Wesley Davis , Andrea Berry, Chief Executive Officer

**Welcome and Call to Order.** The meeting was called to order by Dr. Glenn Tremml at 4:48 PM.

- I. **Mission Statement** was read by all.
- II. **Approval of minutes:** Previous meeting minutes (attached) were reviewed by all members. **A motion was made by Katy Healy to accept the January 2018 minutes. Robyn Stork-Hjalmeby seconded the motion. The motion passed unanimously.**
- III. **Financial Reports:**
  - a. Year-to-date financial statements. Charlene Kaplan reviewed the financial statements (attached). The Finance committee met. Balance Sheet, cash is up, mortgage payable is decreased. Profit and loss showed an increase in rental income. Government grants are down - this is a timing issue. Payroll expense is down \$250,000. IRHSC has outsourced a finance professional. Ounce is behind, as IRMC is delayed in hiring.
  - b. Dr. Tremml inquired as to IRHSC practices that guard against financial malfeasance. Ms. Kaplan described current safeguards: double signature, review of financials, review of bank reconciliations, looking through books monthly, and having an outside accountant. **A motion was made by Katy Healy to approve the financials. Robert Savage seconded the motion. The motion passed unanimously.**
- IV. **Old Business:**
  - a. **CEO Review-** A self appraisal was provided by Andrea Berry (attached) and reviewed by members. Members pointed out specific ways CEO has moved our organization ahead during this past year. Based on this year's performance, members felt the requested salary and retirement increase was warranted. Dr. Tremml will write our response to the CEO. **A motion was made by Robert Savage to approve the motion to authorize an increase in salary and retirement. Patricia Pitts seconded the motion. The motion passed unanimously.**
  - b. **Strategic Planning- Carter Group engagement.** CEO negotiated terms for this initial engagement. The monthly fee of \$6,100 for the 4 month engagement was negotiated. Expenses are billed separately. Carter will meet several times with a steering committee to plan our retreat. The first meeting is on April 24, 2018. The Strategic Planning Retreat is scheduled on Friday, June 22,2018. The goals of the planning retreat are outlined in the proposal. Members discussed a desire to clarify our approach to various programs, and to consider organizational structures that may help us with a possible capital campaign.
- V. **New Business** – no new items this month.
- VI. **Monitoring and Evaluation Dashboard**
  - a. The current evaluation Tool and Dashboard Updates were reviewed (attached).
- VII. **Fundraising Reports**

- a. DWVS- DWVS seems likely to meet its goals. Board members to bring item for Event Raffle.
- b. DWVS 10<sup>th</sup> Anniversary Event is Friday, at the Intergenerational Center. Free admission, cash bar, Silent Auction. Encourage admission.
- c. Beachside Half Marathon- Confirmed date is Sunday, January 6, 2019.

**VIII. Closing thoughts from the Board President**

**A motion was made by Katy Healy to adjourn. Robert Savage seconded the motion. The motion passed unanimously.**

Meeting adjourned at 5:45 PM.

Respectfully submitted,  
**Audrey L Richards, MD**