

Unity Partners Board of Directors Meeting Record

When: Wednesday, August 25, 2010, 11:00 am- 1:00pm

Where: Project Unity office on 29th Street

Who:

X	Burback, Don
	Erwin, Bill
	Fifer, Danielle
	Haddox, Dick
	Hale, Ronnie
	Horton, Ann
X	Malave, Gina
X	McGuire, Jeannie
X	Parrish, Linda
X	Portales, Rita

Non-Board Members Present: Ella McGruder, Gretchen Sippial, and Laura Lombardo of Project Unity

Handouts: Agenda, Income and Expense by Month Charts, One Signature Checks, Profit and Loss YTD Comparison, TFTS Grant information; a packet was emailed to board members; minutes were e-mailed.

Prior to the beginning of the meeting, Jeannie explained all grant documents to the present board members.

The meeting began at 11:27 am.

There were not enough people at this point to quorum. Need one more to quorum.

Audit Report – Matt Williams, Brewer, Eyeington, and Patout

The board members introduced themselves to Mr. Williams. Mr. Williams gave a brief overview of the company he is representing and then explained how Project Unity's single audit was carried out, and that it was a success.

Linda inquired if the Project Unity audit was complicated. Mr. Williams stated that, yes, single audits are generally more complicated, especially when working with multiple funding streams, each with different requirements. He further stated that single audits are largely non-financial.

He then explained the meaning of Project Unity's cash flows to the board.

Gretchen and Jeannie explained Project Unity's line of credit to the board. They expressed the great need for fundraising in order to increase financial stability.

Gretchen: We have increased our programs and expenses. We must go on a line of credit every month. Project Unity cannot be reimbursed until we spend money on the line of credit.

Linda: Do we have a line of credit for an emergency.

Jeannie: No, we don't have any money for an emergency.

Linda inquired if the line of credit was used primarily for payroll and Gretchen stated yes it is.

Don: Is the interest on the line of credit billable to our contracts?

Jeannie: No, it is not an allowable reimbursement under our grant contracts.

Gretchen gave a brief over view of Project Unity's various rents and what they include.

Matt told the board that Project Unity's expenditures are normal when compared to other non-profit organizations.

Jeannie stated that receiving the Intake 1 grant would also provide some stability for the organization and that she should be hearing back from them in December.

Matt: When we are doing our audit, we don't have to audit a specific program, but because TFTS is the biggest grant, it makes sense to audit TFTS – all the grant work is important, but we would be doing Project Unity a great disservice if we audited the smaller grants. We also highly recommend that Project Unity work on fundraising.

Don: So in summary we have a clean audit, no material weaknesses, and no findings.

Matt: Correct.

Gina Malave arrived- a quorum was present

Finance Report

Gretchen stated that Project Unity is at the end of the fiscal year. Most of the contracts are in place. All necessary paperwork and MOUs have been submitted. She told the board that she is waiting on direction from the United Way, but was told that the amount would not be any less than last year. Project Unity also submitted applications for the Astin and Doch grants, and 2 additional \$5000 grants for Safe Harbour.

Gretchen went over one-signature checks list.

Don called meeting to order at 12:24pm

Motion: Don motioned to accept financials.

Rita seconded the motion.

The motion was passed.

Motion: Linda motioned to approve the June minutes

Gina seconded the motion.

The motion was passed.

Fundraiser

Don stated that the BCS Realtors Association fundraiser will still be held November 11, 2010 to benefit Project Unity. Danielle will have any further details soon.

Nothing on Chairman's report

President's Report

Jeannie noted the great success of the past year, and recognized the addition of new board members. She also expressed the success of bringing individual programs to the board meetings so all board members would have knowledge of Project Unity's daily operations.

Jeannie suggested holding a Board Strategic Planning Session for the new fiscal year. Discussion would include bringing on new board members and "branding" for Project Unity.

Family Solutions was nominated for a municipal award.

Jeannie announced to the board that the Community of Promise advisory board moved to dissolve Community of Promise and give all monies to Family Solutions.

Motion: Linda motioned to approve the dissolution of Community of Promise
Gina seconded the motion.
The motion was passed.

The September board meeting is cancelled.

In lieu of an October board meeting, the board retreat will be held Friday, October 22, 2010.

Meeting adjourned 12:55pm