

BREVARD C.A.R.E.S
BOARD OF DIRECTORS
November 7, 2012
BOARD MEETING MINUTES

Board Members in Attendance: Dr. Robert Cross, Vice Chair; Ms. Carol Macrander, Board Member; Ms. Cyndi Hernandez, Board Member; Ms. Debbie Davidson-Cook, Treasurer; Mr. Ralph Martinez, Board Member; Dr. Barry Kronman, Board Member

Board Members in Absence: Dr. Patricia Nellius, Board Chair

Others in Attendance: Ms. Valerie Holmes, Brevard C.A.R.E.S. Executive Director; Ms. Osha Goodwin, Brevard C.A.R.E.S. Administrative Assistant; Ms. Gloria Hensler, Brevard Family Partnership, Finance Director; Dr. Andrew Munoz, BFP Consult; Dr. Cindy Popovich, University of Pittsburgh; Dr. Karen Vander Ven, University of Pittsburgh

Dr. Cross called the meeting to order.

Motion: Ms. Macrander moved to approve the consent agenda. This was seconded by Ms. Hernandez and the motion was passed unanimously.

Motion: Ms. Macrander moved to approve the minutes from the October 3, 2012 Board meeting. This was seconded by Ms. Hernandez and the motion was passed unanimously.

New Business

Ms. Holmes introduced and welcomed guest speakers Dr. Munoz, Dr. Popovich and Dr. Vander Ven.

Dr. Kronman joined the meeting.

Dr. Munoz spoke about his position as the Chief Advancement Officer and Senior Research Scientist at the National Center for Innovation and Excellence, a new project being developed that will handle some functions of the Brevard C.A.R.E.S. National Replication. After much discussion regarding this new entity, it was agreed that this matter should be tabled until Dr. Nellius is present to offer more detailed insight.

Dr. Munoz, Dr. Popovich, and Dr. Vander Ven exited the meeting.

Ms. Holmes reviewed two C.A.R.E.S. Board Governance Policies, Signatory Authority and Fundraising Management.

Ms. Holmes spoke about a potential board candidate. Her Level 2 background screening has been cleared. Ms. Holmes has worked with this potential candidate on various projects and feels that her expertise and skill set would be valuable to the Board.

Motion: Dr. Kronman moved to present this candidate to Brevard Family Partnership Board. This was seconded by Ms. Macrander and the motion was passed unanimously.

After much discussion the Board agreed that moving forward, a current Brevard C.A.R.E.S. Board member should interview all prospective Board candidates prior to presenting them to Brevard Family Partnership's Board for approval. Ms. Holmes will update the Board Recruitment Policy to reflect this new procedure.

The Board reviewed the Strategic Planning Board Self Evaluation Tool for the Board Retreat. Ms. Goodwin will send an electronic copy via email of this tool to all Board Members for completion.

Consent Agenda

Ms. Holmes presented the Executive Director Report. Ms. Holmes reported that C.A.R.E.S. annual Winter Wonderland Event has been scheduled for December 18 at the Family Resource Center. Families will receive their Holiday gifts while children participate in games, arts and crafts and visit with Santa Clause.

Ms. Holmes announced that C.A.R.E.S. received 54 recipes for the Brevard C.A.R.E.S. Family Cookbook. The next step will be completed by the Public Relations Task Force Subcommittee that includes compiling the recipe book and marketing for fundraising.

Ms. Holmes also reported that she is currently working with Child Trends to finalize the C.A.R.E.S. journal article for publication. Publication is required for credentialing toward the California Evidence Based Clearinghouse as an Evidence Based Practice.

Ms. Holmes informed the Board that the annual Board Retreat date has been confirmed for Friday February 1 at the Brevard Family Partnership Conference Room. Leigh Holt will lead the Strategic Planning exercise and the voting of new officers will occur at this time.

Ms. Holmes presented the Monthly Board Data for August and September 2012 which also included Head Start data for September 2012.

Ms. Holmes asked the board members to review the Annual Board Calendar for November 2012 through November 2013.

Motion: Ms. Macrander moved to approve the Annual Board Calendar for November 2012 through November 2013. This was seconded by Dr. Kronman and the motion was passed unanimously.

Mr. Martinez exited the meeting.

Ms. Hernandez gave a Public Relations (PR) Task Force update. Ms. Hernandez provided the Board with a rough copy of the C.A.R.E.S. Family Cookbook. The production cost for each cookbook is \$3.50. After discussion the Board agreed that a minimum \$10.00 donation will be asked for each cookbook.

Ms. Hernandez provided the Board with a list of items to solicit from donors for the Kayaking for Kids event. Ms. Goodwin will collect all donations.

Ms. Hernandez exited the meeting.

Ms. Hensler presented the C.A.R.E.S. financial statements for the month of September 2012.

Ms. Hensler presented the Head Start financial statements for September 2012.

Speak Out/Public Comment

Dr. Cross informed the Board that he spoke with Dr. Nellius regarding the possibility of having a C.A.R.E.S. Board Member that sits on Brevard Family Partnerships Board to facilitate information between the two Boards. Dr. Nellius will speak with BFP's Board to see if this is a possibility.

Dr. Cross also informed the Board that five standing Board Committees have been developed, Board Development and Ethical Compliance chaired by Dr. Kronman, Public Relations and Marketing chaired by Ms. Hernandez, Audit and Finance temporarily chaired by Ms. Cook and the Community Relations and Compensation Committee are open for chairs.

Due to the continued growth of C.A.R.E.S. Dr. Cross would like to discuss at the next meeting the possibility of C.A.R.E.S. relocating to a larger facility that comfortably accommodates all staff.

Motion: Dr. Kronman moved to adjourn the meeting. This was seconded by Ms. Macrander and the motion was passed unanimously.

Respectfully Submitted,
Osha Goodwin
Brevard C.A.R.E.S. Administrative Assistant