

Newtown Youth and Family Services
Minutes
Board of Directors Business Meeting May 23, 2011 - 6:30 PM

Members Present: Maureen Birden, Susan Improta, Layne Lescault, Paul Mangiafico, Cindy McIntyre, Steve Meeker, Tom Murtha, Leonard Penna, Denise Rodriguez

Members Not Present: Ashley Mele, Rosalie Newman, Ron Pekrul, Diane Savinelli, Jim Solomon

Staff Members Present: Jessi Zeigler, Jill Pluta, Sheila Russo

Guests Present: Sheilah Krasnickas

1. Call to Order

The meeting was called to order at 6:31 pm on May 23, 2011 by Tom Murtha in the downstairs meeting room at 17 Church Hill Road.

a) Roll Call- The roll of the Board of Directors was taken by signing in and a quorum was established.

b) Approval of April 2011 Minutes - Motion made by Maureen Birden to approve minutes and seconded by Cindy McIntyre. Motion passed unanimously.

2. Chairman's Report

a) Discussed proposed changes to agency policies and procedures. Motion made by Cindy McIntyre to approve changes and seconded by Layne Lescault. Motion passed unanimously.

b) Executive slate to be completed by May 24. Tom proposed leaving as is. Motion made by Steve Meeker to approve and seconded by Layne Lescault. Motion passed unanimously.

c) Security deposit has still not been received from Mount Pleasant landlord. Registered letter will be sent with a 15 day deadline before further action.

d) Tom recommended board meetings in July and August due to new Executive Director starting soon and fall fundraisers.

e) Annual meeting will be Monday, June 27 at C.H. Booth Library.

f) Discussed need to replace outdated billing software before hiring a new billing specialist. Motion made by Layne Lescault to approve \$4K expense and seconded by Susan Improta. Motion passed unanimously.

3. Interim Executive Director's Report - See attached.

a) Clinical sessions and supportive hours were down in April due to school vacation. Jessi will review numbers and follow up with Board.

4. Treasurer's Report – No financial report tonight.

- a) In Ron Pekrul's absence, Tom Murtha discussed auditor's flat forecast, mostly due to lower than budgeted fundraising and annual drive.
- b) Tom recommended Brian White as auditor for next year.

5. Reports of Committees

- a) Executive/Governance (Policy and Procedure) – See Chairman's Report.
- b) Personnel – no report
- c) Finance – see Treasurer's Report.
- d) Development and Fundraising – Cindy and Maureen discussed the *Spring into Summer Family Fun Day* on May 14. It netted \$3K, had 90 participants, great sponsors, and tremendous board support. Cindy thanked all who helped to make it a success, especially Newtown Youth Academy. Cindy proposed the next Family Fun Day in March 2012. Next fundraiser will be a huge tag sale outside Newtown Youth Academy this summer (date TBD).
- e) Long-Range Planning – no report
- f) Audit – see Treasurer's Report.
- g) Continuous Quality Improvement – no report
- h) Facilities – Jessi discussed space requirements for Lorenzo in support of Empowering People for Success program. New Facilities Committee was formed (Tom, Steve, and Paul) to address facility issues.
- i) Nominating – Motion made by Steve Meeker and seconded by Cindy McIntyre to nominate Sheilah Krasnickas and Elise Trock as new Board members. Motion passed unanimously. Steve discussed recent Newtown Bee article to solicit new Board members.

6. Executive Session

A motion was made by Paul Mangiafico and seconded by Cindy McIntyre to go into Executive Session. Went into Executive Session at 7:25 pm.

A motion was made by Steve Meeker and seconded by Layne Lescault to end Executive Session. End of Executive Session at 7:36 pm.

7. Old Business - None

8. New Business – Steve discussed upcoming Road Race. Our largest sponsor will continue; help is needed.

9. Adjournment

At 7:38 pm motion made by Cindy McIntyre and seconded by Steve Meeker to adjourn meeting. Motion passed unanimously by the Board.

Respectfully submitted by Denise Rodriguez May 24, 2011