

The Steps Coalition
Minutes of the Board of Directors Meeting
11 APRIL 07
Powerhouse of Deliverance
Bay St. Louis
10:00 AM

PRESENT:

Joe Williams, President
Marva Tanner, Vice President
Jolie Machado, Secretary
Buck Lawrence, Treasurer
Socorro Leos, Board Member (joined meeting at 11:00 am)
Roberta Avila, by phone
Andy Guerra, by phone
Melinda Harthcock, Executive Director
Amy DeHuff, Staff

Quorum Achieved

ACTIONS ACCOMPLISHED:

1. Minutes from March 14, 2007, Board of Directors meeting approved.

- Motion by Buck Lawrence
- Second by Marva Tanner
- Unanimous approval

2. Treasurer's Report approved

- Motion by Andy Guerra
- Second by Jolie Machado
- Unanimous in favor
- Discussion Highlights
 - Quarterly presentation of expanded budget
 - Treasurer suggests that budget is in good shape and expenditures on track
 - Checking account reconciled
 - Praise for the QuickBooks accounting system
 - Plan to present the expanded budget once a quarter at the Board meeting immediately after the end of the quarter. In between, abbreviated up-dates will be provided
 - Question arose regarding wisdom of having a calendar-based fiscal year
 - Legal counsel advises us to get through the 501(c)3 process before we tackle changing our fiscal year
 - If we can ever find pro bono accounting services, those services may only be available in the “off” accounting season. That would be a good reason to consider changing our fiscal year.

- Audit
 - We are required to have an audit done since we received over \$100,000 in our first year of existence (Sept. 06 – Dec. 06)
 - Conversations with the MS Secretary of State's office suggest that we have until sometime in the fall to complete that audit
 - Buck volunteered to begin searching for a firm that will do the audit for us

- Collaborative Audits
 - Buck suggested that we could expect better service from CPA firms if we could gather a group of Steps Coalition allies needing audits and offer the whole group to one firm. This plan may be particularly effective if we all use similar procedures and bookkeeping methods.
 - Jolie seconded the recommendation
 - Question: could we get an independent auditor to do the job?
 - Answer: Legal counsel recommends that we contract with a reputable firm because we will need the authority of their stamp of approval if there is ever any question

- Budget Projections: April 2007 through September 2007
 - Melinda presented budget projections as requested at the last board meeting
 - Projections are based on current expenses and they key into the QuickBooks report of funds still available by account
 - Question about mileage
 - Mileage is calculated at \$.45/mile which is almost 4 cents lower than the federally approved rate of 48.5 cents
 - Mileage compensation compensates for wear and tear on the vehicle as well as gas cost.
 - Socorro Leos, an organizer herself, verified that the mileage reported by the two Steps Coalition organizers is consistent with the mileage reported by other organizers
 - Although Jaimie, veteran volunteer and invaluable Coalition organizer, has not yet consented to accepting a paid position with the Steps Coalition, she has consented to accepting reimbursements for mileage and cell phone
 - Jolie suggested that in the future it may be more cost-effective for the Steps Coalition to consider buying cars

- Two formal recommendations by Treasurer:
 - *The Board of Directors should approve any grant proposal before it is submitted to a funder*
 - *The Board of Directors should review and approve any annual report before it is submitted to a funder*
 - These two motions were tabled with the understanding that they would be presented at the next board of Directors meeting for a vote

3. Finance Committee – invitation to join

- The composition of the Finance Committee has not been changed since the transition from Convening Board to current Board
- Currently Buck is the chair and Sr. Martha and Thao are members
- An invitation was issued for others to join the committee

4. Personnel Committee motion passed

Motion to authorize the Personnel Committee to make decisions needed to get the executive director and staff on payroll as soon as possible. Decisions regarding benefits will be postponed to a future board meeting.

- Motion by Buck Lawrence
- Second by Socorro Leos
- Unanimous in favor

5. Executive Director’s Report

- Formal report tabled because of lack of time
- ED directed board members to review contents of package for next meeting
 - Report on strategic planning session
 - Expansion on Essential Core Functions of the Board
 - Staffing possibilities
 - Report on the first Council of Alliances meeting
 - Report on up-coming Grassroots Convening
- Notable Trainings
 - Ms Center for Nonprofits presents Jerr Boshee, foremost voice on Nonprofit sustainability April 25, noon at Magnolia Plantation Hotel Robinson Rd., Gulfport Register at www.msnonprofits.org Maybe 20 dollar charge.
 - MS Center for Justice and Center for Law and Renewal present MS Spirit of Justice Retreat, Friday & Saturday, April 27 & 28th
 - MS Mediation Project - May 2 & 3. Scholarships available
 - Oxfam Media Training, Monday, April 16th, 10:00 Am AFSC office.

6. Date and location of next BOD meeting set

AFSC Office; May 9th, 10:00 AM.

7. Adjournment

Jolie Machado, Secretary