

Sustainable Sandhills (SS) FY2009-2010

Board of Directors (BOD) Meeting Minutes, July 14, 2009
DPW Training Center, Ft. Bragg, NC – Cumberland County

Board Members Present:

Ethel Clark	Sara Harrington	Harold Haywood
Harry Huberth	Ray Ogden	John Portman
Joey Raczkowski	Col. Steve Sicinski *	Frank Stump
Maureen Sutton	Rodney Tart	Assad Tavakoli
Theresa Thompson		

Board Members Absent:

Roberto Canales*	Monty Crump	Bob Doberstein
David Dycus*	James Rose	Chris Russo*
Walter White		

Others Present:

Deborah Branson, Hoke County Citizen	T.L. Griffin, Plexus Logistics, Inc.
Paul Wirt, Fort Bragg	Dave Heins, Fort Bragg
Jon Parsons, SS Executive Director	Amanda Blue, SS CAT Coordinator
Jackie Bradley, SS Office Manager	Heather Brown, SS Development Director

**ex officio*

Vice Chair Clark called the Board of Directors meeting to order at 1:30 p.m.

ED Parsons introduced Harold Haywood, a new board member from Scotland County, who came into the room after the earlier roundtable discussion so had not been introduced. He is Laurinburg's Director of Solid Waste and General Services Manager.

Parsons also introduced Deborah Branson from Hoke County. She is a professor at Methodist University. She is considering a two year term of service on the SS Board, and accepted an invitation to observe this SS Board meeting.

Old Business:

A motion was made by Rodney Tart to approve the June Board Meeting Minutes. The motion was seconded by Ray Ogden, and passed by a unanimous vote.

Treasurer's Report:

- Treasurer Tart referred Board members to the financial statement packet (See Attachment 1). He then asked ED Parsons to address the key points in the summary. Parsons noted that the official financial report from accountant McFadyen & Sumner (MS) was 12 pages long. And that the summary report was intended to assist BOD members understand each section of the official MS financial report. Parsons will continue to prepare that summary report. He noted that at the end of June 2009, we had \$7,121.95 in our bank account. He referenced the client letter, explaining the different levels of service offered by MS. Our level of service is the lowest and least expensive, and is referred to as a Compilation Report. It was also noted that because MS also provides payroll, accounts payable and preparation of our IRS form 990 each year, that they cannot act as an independent auditor for us. **Ray Ogden** asked if any of our grants required an audit. **Parsons** stated that thus far none have

required one. Our annual expenditure with MS for all services are estimated at \$6k. Parsons noted the Statement of Activities report is one we will probably use most. In the new fiscal year it will have 3 columns for the current month, the year to date and the budgeted amount for each line item. **Joey Raczkowski** said that the summary is very helpful, and thanked Parsons for providing it. **Ray Ogden** asked Parsons to list items “extraordinary” to the budget on the summary so Parsons would not have to go into detail on every line. **Rodney Tart made a motion to accept the financial report as presented. The motion was seconded by Joey Raczkowski and passed by a unanimous vote.**

- **Treasurer Tart** referred BOD members to the 2009-10 Budget (Attachment 2). In response to a query about the subcontract income lines, **Parsons** and **Paul Wirt** explained those. The Concurrent Technologies Corporation (CTC) subcontract for 2009 is a balance remaining to be earned and paid to SS. The CTC subcontract for 2010 is anticipated to be awarded to SS this fall, after funds from Mr. Tad Davis at the Pentagon are awarded to CTC to support SS’s community outreach work around the Fort Bragg installation.
- **Treasurer Tart** said that he will help Parsons and the staff with funding from Harnett County. He recalled from the Fall 2008 Board Retreat how important it was for other funders to know that our SS Board members and their organizations were giving to SS. He also asked that we begin tracking in-kind donations of time and travel by our board, volunteers and staff of our partner organizations.
- **Treasurer Tart**, returning to the budget, said that the expenses are self-explanatory, and any questions should be directed to ED Parsons. **Parsons** stated that the budget was approved in June, but he included it here for review of new board members.
- **ED Parsons** referred to the Cashflow Forecast (Attachment 3). Each line item (revenue and expense) is forecast monthly through the year. **Assad Tavakoli** asked **Parsons** to carry the forecast out through the end of the next fiscal year, and to include the forecast AND actual amounts for each line and month.

Nominating Committee:

ED Parsons noted that the results of the work of the Committee are the new Board members seated at the table. He has high hopes that our guest, Dr. Branson, will also agree to become a board member. He noted that we will be having CAT meetings in Montgomery in the near future and hopefully those meetings will identify a board member from that county. **Ray Ogden** recommended we ask Nancy Roy Fiorello from Moore County to serve on the board. **Parsons** noted that the recruiting effort would be on-going in counties where we had one member or fewer (Hoke, Lee, Montgomery, Scotland, Richmond), but that the staff’s focus would now shift to other areas.

Conflict of Interest Statement (Attachment 4):

ED Parsons asked that everyone sign the Conflict of Interest statement and return to us for file. It is in the SS Bylaws, but we have not previously acted on it. A copy of the statement was also provided for inclusion in each member’s board book.

Board Orientation (Attachment 5):

At the end of the regular portion of the Board meeting, a series of board orientation slides (Attachment 5) were presented by **ED Parsons, Heather Brown, T.L. Griffin, and Amanda Blue.**

It was noted that new members need a copy of the Fundraising Plan, which was approved in April 2009. **Pending Action.**

Following the Board Orientation, **ED Parsons** ended the meeting by referencing the upcoming events listed on the agenda, which cover July and August, as well as the Green Living & Design Tour on November 7. Parsons said that we need suggestions from board members to increase our engagement level in counties outside of Cumberland and Moore.

A motion to adjourn the meeting was made by Rodney Tart. Maureen Sutton seconded, and the motion passed with a unanimous vote. The meeting adjourned at 3:00 p.m.

Respectfully submitted,

Jackie Bradley
Office Manager