

**Minutes of the Monthly Meeting of the Board of Directors**

**2000 Mecklenburg Street, Richmond, VA**

**Saturday, December 2, 2017 at 9:30am**

**In Attendance:** Alethea Lambert, Michelle Brooks, Barry Travis, Mark Blackwell, Jim May, Laura Minnick

**Absent:** Larry Almarode

**Staff Present:** Paige Bullen, Marjorie Yates

**Others Present:** Melba Gibbs, Becky Grazier, Jeff Gould

Alethea called the meeting to order at 9:35am. Introductions were made around the table.

Minutes from the October meeting were reviewed by all members present. Minutes were approved.

**Action**: Paige to post on the SAARA website

**Review of Financial Statements**

Board members reviewed the balance sheet and profit and loss details by class (DBHDS, RBHA and the OPT-R grant).

Jim led the discussion of the overall organization balance sheet. Jim suggested having the previous year balance sheet for comparison. Jim also suggested him sitting down with Jeff Tuck to ensure that the prior fiscal year allocations are correct. Overall he said everything looks in order.

Jim also led the board through a discussion of the Profit & Loss details by class of the OPT-R Grant and explained the up front expenses associated with the ALIVE-RVA project being housed at SAARA Center. The RBHA and DBHDS Profit & Loss detail reports were also reviewed. Jim suggested he meet with Jeff Tuck to ensure all finances for the DBHDS grant were allocated correctly regarding Marjorie’s role as interim director and then Paige’s coming on board.

**Action:** Jim to meet with Jeff Tuck to review.

**Executive Director Report**

Paige led an abbreviated discussion of her monthly report, noting that there were time constraints on the meeting and discussion as the board retreat was schedule to begin at 10am.

***DBHDS & RBHA Funding***

Paige reported that she is awaiting final confirmation from DBHDS regarding the potential for an increase of $50,000 in annual funding, as well as updates to the contract scope of work. She requested that this information be kept confidential until DBHDS approves the final contract but remains hopeful. She hopes to use a portion of any additional funding for a Part-Time Communications & Development manager position to assist in advocacy efforts statewide, and to cover costs associated with statewide travel for affiliate development and the new database.

Paige also reported that the process is underway with RBHA to create a contract with deliverables for that funding stream.

***Database Discussion***

Paige led a discussion of the e-Tapestry database and reminded the board that she had sent out information previously to them. She added that SAARA needed a donor database as a contingency of the DBHDS contract and it would be a useful tool for communications and fundraising. She shared hat there is a special going on for 25% off for the duration of the 3 year contract if a group signs up by 12/15. The motion was made, seconded, and unanimously passed to move forward with the database procurement.

**Action:** Paige to move forward with e-Tapestry contract

***Personnel Policies & Fiscal Policies Discussion***

Paige asked for feedback on the personnel and fiscal policies she had shared via email with the board. Jim stated that he had asked a colleague for an independent review of the policies and suggested that the board vote to pass both policies as they stand with the understanding that they can continue to be amended as needed after further review and input from individual board committees on an ongoing basis. Michelle and Alethea added that they had reviewed the Personnel manual in depth and felt great about it. Mark motioned to accept both the personnel and fiscal policies as distributed, Michelle seconded and all were in favor so the motion passed.

The next meeting of the board of directors was scheduled for Saturday, January 20th from 10am-1pm at SAARA Center.

Next meeting: January 20th (moved from 13th)

The meeting adjourned at 10:06am.

**Minutes Respectfully Submitted by Paige Bullen, Executive Director.**