



**Palm Beach County Coalition for Children**  
**November 14, 2008**  
**BOARD MEETING MINUTES**

**Introductions/Attendance:**

- 7/9 = Quorum met
- **Board Members:** Jennifer Schneider, Andrea Raasch; Jennifer Melvin; Cassandra Wilbanks (Casey); Margaret Bagley (Maggie); Ruth Walerstein; Angela Harper

**Review and Approval of Minutes:**

- There were no corrections submitted to September minutes so they were automatically approved.
- There were a few corrections previously submitted for the minutes of the special Board meeting on 10/29. Approved as corrected.

**General Business:**

**BOARD PARTICIPATION:**

- It was confirmed that Samantha will return from maternity leave in December. Board agreed to have her continue in her designated Board position.
- Ruth expressed concern about missing general meetings due to her work situation. It was agreed that, due to the uncertainty of how it might impact her future participation, the Board would revisit this issue at the February Board meeting.

**BY LAW REVISIONS:**

- Copies of the revised by-laws were distributed to general members today. Voting to approve the revisions will be done during the general PBCCC meeting on 11/19.

**COMMITTEES:**

- There are two Ad Hoc committees currently operating.
- The PBCCC/CAB Joining committee has some remaining tasks including follow up with the attorney, ensuring transition of CAB funds, and compiling CAB historical records to be included in the PBCCC storage file at Boys Town. The Board agreed that there is no need for a Corresponding Secretary position as recommended by this committee. Remaining tasks on this committee will be done by the February Board meeting (Seth, Jack, Jennifer S., and Eva)
- The By-laws committee will meet to create a draft of recommended PBCCC policies and procedures which they will bring to next Board meeting (Jennifer S., Jennifer M., and Maggie)
- It was recommended that a Board member should be actively involved on each task group of the general coalition meetings:
  - Andrea is assisting Education & Training
  - Jennifer M. for Networking
  - Maggie and Casey for Angel Tree.
  - As Eva has done a lot of work on foster care projects, it was recommended that she be asked to be the designated Board person on that committee.

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This requires follow-up and clarification as Eva could not attend this meeting.

- The group engaged in much discussion over task groups and major events over the coming year. The Board agreed that the Coalition would plan a few big events each year and focus remaining efforts on other miscellaneous tasks.
- The Board agreed to continue the One Child at A Time luncheon and begin planning for April 2009. Scholarships would be given out during the luncheon so that task will continue as well.
- The Board agreed that the Turn Around Kids luncheon would be planned for 2010 in March/April. Scholarships would be given out during the luncheon at this event as well.
- Candidate Forum would continue during election years.
- The Board discussed budgetary issues including whether or not to designate budgets for each task group. It was agreed that the Treasurer should review past expenditures so we can get an idea of how much we have been spending on larger and smaller events.
- After determining how much is needed for larger events (and taking into consideration that we usually break even), the Board will then decide how much money to set aside annually for miscellaneous tasks and activities.
- The group agreed that task groups should complete an application request for special projects or tasks that require funds. The application would be submitted to the President who would forward to Board members for voting and approval. This can be done via email.
- The group also agreed that task group presentations during general meetings should focus on what they are currently planning and how general members can help.
- Task groups should keep their own records of their activities and processes to be submitted to the Secretary once the task is completed for record-keeping.

**CORRESPONDANCE AND PARTICIPATION:**

- There was discussion regarding the PBCCC email distribution list and what was the intended purpose and use.
- Along with the discussion was talk about how to handle members who come to meetings but never pay dues, how to handle voting situations during meetings, and how to handle overall communication of community activities and events.
- Board members agreed that the email distribution list should not be used as the only means of marketing for new members. Therefore, it was agreed to keep the list a 'paid members only' list. General members are encouraged to notify other community professionals about meetings and other PBCCC-related business if they choose.
- It was agreed that information on community activities that arose between meetings could be posted on the Monday Morning Update. Members are

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- encouraged to use existing communication systems or discuss during “agency time” portion of general meetings.
- There are people who come to meetings but do not pay dues. The Secretary will compile a list to be reviewed during February’s Board Meeting.
  - Regarding items for voting, the Secretary will create a simple ballot to be used for items that require official voting during general meetings.

**MISCELLANEOUS:**

- A Letter on behalf of PBCCC was drafted by Seth to recognize Harriet Goldstein’s contributions to the Coalition in acknowledgement of her recent passing. Jennifer S. will try to obtain the son’s contact information so that we know where to send the letter.
- It was brought up that there are sometimes opportunities for financial and other participation in community events that benefit many members on the Coalition, but that sometimes those events are time-sensitive and may require some direction prior to the next general meeting. It was agreed that as those events arise, members can email the President who can distribute to the Board who will then vote to participate or contribute.

**Annual Board Meeting Schedule:**

- Friday February 13<sup>th</sup> from 1-3 at Children’s Home Society
- Friday May 8<sup>th</sup> from 1-3 at Children’s Home Society