

Palm Beach County Coalition for Children
September 5, 2008
BOARD MEETING MINUTES

Introductions/Attendance:

- 6/9 = Quorum met
- Board Members: Jennifer Schneider, Andrea Raasch; Jennifer Melvin; Cassandra Wilbanks (Casey); Margaret Bagley (Maggie); Ruth Walerstein

Review and Approval of Minutes:

- There were no corrections to July minutes. Ruth moved to approve the minutes, Casey seconded the motion, and the group approved unanimously.

General Business:

BY LAW REVISIONS:

- Thank you to Jennifer S., Jennifer M., and Maggie for their contributions and hard work on the by-law revisions.
- The goal was to have the by-laws be reflective of permanent structural PBCCC issues while policies and procedures will be developed to address specific tasks that can be updated as needed.
- Copies of suggested additions and deletions to by-laws were reviewed and feedback was provided by the Board.
- Jennifer S. will make final corrections that will then be distributed to all *general* members prior to the October general meeting when voting will take place to approve by-law revisions.
- Jennifer S., Jennifer M., and Maggie will continue this Ad Hoc committee to address policy and procedure issues on behalf of the Coalition.

BUSINESS-RELATED ISSUES:

- There was some discussion about whether or not we are an official corporation and have a corporate seal. It was confirmed on Sunbiz that we are a corporation.
- It was noted that any issues related to legal matters and reviewed with the Legal Aid Attorney were handled by the past President and not kept in the Secretary records.
- Jennifer S. suggested that now that we have a new filing cabinet, we find some time to go through old documents to ensure they are organized including our corporation documents.
- It was agreed that the President will touch bases every January with the Legal Aid attorney to ensure that we are compliant with all legal issues and documentation submissions for the state.
- An updated Board of Directors contact list was distributed and will be kept in the records.
- Members discussed Board member representation and how to handle when Board members are absent from meetings per the by-law requirements. It was agreed that the President will follow-up with a phone call after a meeting is missed. One of our members is out due to an early childbirth and members agreed to hold her spot open until more information regarding her status is known.

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- Members also discussed membership dues and how to handle folks who come to meetings but don't pay dues. It was agreed that they do not derive the same benefits as a paid member as they cannot vote on relevant issues. Secretary will keep track of persons who come to meetings but don't pay dues and that list will be reviewed at Board meetings. Board members will then be encouraged to check in with those folks to encourage them to consider joining.
- There was concern expressed regarding keeping an email distribution list that was only inclusive of paid, active members. Secretary to forward previous list of members to Jack who has agreed to distribute information to non-paid members.

DISSEMINATION OF INFORMATION

- Due to a recent incident regarding email distribution, the Board agreed that email distribution should only be used to notify members of meetings and to submit relevant materials for those meetings including agendas.
- Members will be instructed to use agency time during general meetings to distribute information regarding their agencies and other community issues.
- This is to prevent any potential fall-out from members using their respective agency's email system to perform PBCCC-related tasks.

FY 08-09 ACTION PLAN:

- Results of the August PBCCC meeting action plan activity were distributed. It was organized according to the number of members who expressed interest in those activities.
- The top 4 activities were: Social Networking, Foster Care Mentoring and Sponsorships, Angel Tree Christmas Project, and Conference.
- There was much discussion among the group as to how to move forward with this information, and it was noted that it was nice to see some new activities along with some old ones.
- Discussion was had regarding the *Joining Hands* conference as we are months behind in the planning process. Important considerations include the fact that agencies are stretched thin and may not have designated training funds to send staff, other agencies in our community host monthly trainings (CSC, CARP, Youth Affairs), many agencies host their own in-house trainings, and our members may not have time to commit to planning such a large-scale event.
- The Board agreed that it would be a recommendation to ask those interested in conference and CEU series to further explore other education and training opportunities our membership may be able to plan in the coming year that might take less time and resources. Some ideas including incorporating more hands on learning experiences during general meetings so that there is a mix of agency presentation, system's training, and skill building opportunities. Other ideas included smaller-scale trainings throughout the year.
- The group discussed tackling projects identified on the action plan via task committees. There would be an identified chair for each task committee and a Board Member represented on each task committee. Committee work would get done during general meeting time. Chairs would be charged with reporting back

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the status of their projects to the larger group. An important component of their report would be to include ways that persons from other task committees could contribute so that members do not feel tied to one specific task.

- It was noted that there are several tasks that are time-limited and some that take less planning so members can participate in more than one task if they choose.
- Next steps include: notifying members of the action plans results during September's annual breakfast, sending around a sign-in sheet for task groups, identifying potential chairs.

SEPTEMBER'S BREAKFAST MEETING:

- As the Board voted electronically to move forward with the September breakfast, all email results will be kept in the PBCCC binder.
- Maggie to bring name tags for Board members so that we are easily recognizable and can stay after to answer questions of potential new members or persons interested in chairing tasks.

Annual Board Meeting Schedule:

- Friday November 14th from 1-3 at Children's Home Society
- Friday February 13th from 1-3 at Children's Home Society
- Friday May 8th from 1-3 at Children's Home Society