

Board of Directors Meeting Minutes
June 1, 2016
1:00 p.m. CDT

MEETING CALLED TO ORDER BY SHARON RAWLINS, PRESIDENT

QUORUM

Quorum was established with the following-

BriAnne Baxley, Elaine Betting, Josephine Camarillo, Lisa Donovan, Ann Hoey, Chrissie McGovern, Matt McLain, Sharon Rawlins, Sandy Wilkerson, Karen Yother

ATTENDANCE

Sherry Siclair, Executive Director
Karen Day, Contractor, Day Time Associates

MINUTES

Minutes from May 4, 2016 meeting were reviewed. Motion made by Sharon Rawlins to accept minutes; seconded by Ann Hoey. Motion passed.

COMMITTEE REPORTS AND AGENDA ITEMS

Financial

Treasurer McLain presented financial reports and was discussed.

Treasurer reported as of May 30, 2016:

Year-to-date (YTD) we have received 572,359.26 in income. Our YTD expenditures are 601,814.60. We have YTD negative balance of \$ -29,455.33.

Annual Meeting Planning

Annual will take place in Charleston, S.C. Executive Director Siclair will start a preliminary content plan that would include two full days with training. Siclair will conduct outcome measures training and guest researcher will do a short presentation. Sherry will move forward with Annual Meeting content with board support. Preliminary cost projections at \$141,024, approximately \$10,000 under budget, about 20% of budget.

Policy on Check Signing

In order to keep with best practices, person generating checks does not sign them.

Karen Day would like to review current procedure of check signing and process before implementing new policy.

Suggested wording: "In order to follow best practice in internal controls, only the Executive Director, Board Treasurer and Board President shall have check signing authority."

Suggestion on adding double signatures to any check over particular amount \$10,000?

ACTION

Motion made by McLain to give check signing authority to Executive Director, Board Treasurer and Board President. Seconded by Betting. Motion passed.

Updates

- a) Manual Pricing
Reminder that costs at \$8.00 for downloadable, \$10.00 for USB/DVD, \$20.00 for paper manual. Paper manual will also include 1 DVD.
Still uncertain if online code will be included with a purchase of a USB/DVD and/or paper manual. Siclair will talk further with McLain for clarification.
- b) Balancing the budget strategy (PSAs) - Sherry
Sicclair recommends that CSLP not continue with the PSA due to low interest in usage. Themed PSA will continue through this year and will revisit next year.
- c) ED Report and Organizational Chart
Report presented and discussed. Need to remove on website that you need to be a CSLP member in order to purchase from Upstart.
- d) Spanish Language Manual
Currently in the process of being translated. Completed Manual will be posted on the website only.
- e) Rules of Use
Committee has met and will meet again next week. Hope to present completed Rules to the Board in July for review followed by the lawyers and then Demco and back to the Board for adoption.
- f) National Spokesperson
Rawlins contacted publishers Rep of Kwame Alexander and they said he was very interested in being spokesperson. His new children's book will be coming out in the Spring 2017. Daniel Judson will work with Alexander on PSA.
- g) New Committee List
New committee list went up on May 30, 2016. Committee Chairs need to contact previous members to check if they are still active in their committee.

h) Mac Buntin Resignation

Mac has officially resigned as Past-President and will remain the State Rep for Mississippi but will not be attending Annual meetings.

Executive Session

Motion made by McLain to enter into Executive Session. Seconded by Wilkerson.

DTA contract discussion

Discussion will continue online and will vote by Friday, June 3, 2016.

Minutes respectfully submitted by Josephine Camarillo, Board Secretary.