

Minutes of the Board of Directors of New River Community Action, Inc.

held at Redeemer Evangelical Lutheran, 1701 Wenonah Avenue, Town of Pearisburg, Commonwealth of Virginia, on August 17, 2017 at 7:00 p.m. The following members were present or absent:

Board Member	Present or Absent
Aline Brinckman	Present
Mark DeBusk	Absent
John Getgood	Absent
Sarah Greene	Present
Carrie Hodge	Present
Tina Lindsey	Present
John McEnhill	Present
Boyoung Park	Present
Elaine Powell	Absent
Sally Quesenberry	Present
Gina Rhea	Present
Lee Simpkins	Present
Corbin Vierling	Present
Tonia Winn	Absent
Giles Government	Vacant
Giles Target	Vacant

Ms. Misty Cox-Henderson presented training on the SwiftStart Program.

Mr. McEnhill called the meeting to order at 7:40 p.m.

Mr. McEnhill invited public comments. Hearing no comments, the public comment period was closed.

Mr. Simpkins moved to approve the agenda as presented with the addition of the Strategic Plan Ad hoc Committee Report. Ms. Quesenberry seconded the motion, motion carried.

Mr. Simpkins moved to approve the following consent agenda item as recommended: Approval of July 20, 2017 Board Meeting Minutes. Ms. Brinkman seconded the motion, motion carried unanimously.

There was no Agency Mail for August.

Mr. Simpkins moved to seat Carrie Hodge as the Pulaski target representative. Ms. Vierling seconded the motion, motion carried. Mr. McEnhill assigned Lee Simpkins as Ms. Hodge's mentor.

Ms. Quesenberry presented the Public/Community Relations & Resource Development Committee Report. The following items were reviewed by PR Committee. Items were for information only, no action required.

- Public and Community Relations Plan 2016-17 Accomplishments
- Agency Resource Development Plan 2016-17 Accomplishments
- Donor Summary 2016-17
- NRCA's social media presence and electronic newsletter metrics for effectiveness

PR Committee reviewed current donation thank you letters and sample cards. The committee recommended using cards for the upcoming year.

PR Committee reviewed the Staff Public Relations and Resource Development Activities Report for July.

Mr. McEnhill presented the Strategic Plan Ad hoc Committee Report. The Ad hoc committee has been authorized to proceed with selection of a facilitator for a Strategic Plan that meets CSBG Organizational Standards. Two bids were received from the RFP. The Ad hoc committee is considering one proposal. The quotes do not require Board approval.

Ms. Pennington presented her Chief Financial Officer's report. Board reviewed payroll checks: 59917-59925; VOID 59918-59919; Payroll EFTs: 34146-34324 and accounts payable checks 65469-65470 (May Checks); 65471-65494 Void Unused May; 65692-65797 June Checks; 65738 Void; 65798-65841 Void Unused June; 65848-66014 July/August checks; AP EFTs: 8189-8232; and AP Bank Drafts: 35432-35441.

June bank statement was presented for review. Board reviewed credit card statements for VISA-May/June; Staples-May/June; Wright Express-June/July; Walmart-June/July,

Board members received June 2017 Final Balance Sheet, Income Statement and Head Start Income statement. Agency fiscal year end is June; therefore, July statements will be presented in August.

Ms. Smusz presented her Chief Executive Officer's report.

Mr. McEnhill presented Other Business. Further revisions were discussed to the NRCA By-Laws as previously mailed to members. This will be revisited by Executive Committee. Any further changes will be submitted per by-laws.

The next Board meeting is scheduled for September 21, 2017 in **Floyd**. The Program, Planning, and Evaluation Committee will meet prior to Board on September 21 at 6:00 PM in Floyd. A tour of the building will be conducted prior to the committee meeting.

With no further business, the meeting was adjourned.

Respectfully Submitted,

Ms. Elaine Powell, Secretary/Treasurer

Approved as Presented / Corrected

Mr. John McEnhill, Chair