

Kids' Harbor Board of Directors Meeting Minutes, July 22, 2020

**Members present** – Call to Order at 5:05pm, Executive Director Cara Gerdiman, Danna Bryant, Carrie Judas, Mariah Swinker, Tim Thompson, Jessica Bartholomew, Yvonda Schwartz, David Shipp, Tammy Darnell

**Reading and approval of minutes** – Motion to accept as written made by Danna, second by Tim, all approved.

**Treasurers' Report** – Danna presented the report. Motion to accept made by Tim, second by Yvonda, all approved.

**Old Business -**

**Employee Handbook** – Cara presented the Board with a draft of the Employee Handbook. Anticipating that it will be ready for the Board's review at the August 2020 meeting.

**PTO Policy-** Cara presented the Board with a draft of a new Paid Time Off (PTO) policy.

**Bylaws** – Danna made a motion to approve the proposed bylaws, Tim second, all approved.

**Budget-** Cara proposed FY2021 budget. Discussed by board. Motion to approve budget as proposed by Danna, second by Julie, approved by all.

**President's Report** – Nothing to report.

**New Business –**

Executive Board Elections-

*President-* Nomination for Tim Thompson by Julia, second by Danna, approved by all.

*Vice President-* Nomination for Tammy Darnell by Tim, second by Danna, approved by all.

*Secretary-* Nomination for Mariah Swinker by Danna, second by Tim, approved by all.

*Treasurer-* Nomination for Danna Bryant to remain in position, second by Tim, approved by all.

**Executive Director's Report –**

Cara presented the numbers from both KH1 and KH2. Numbers are lower, but KH is in the process of transitioning to NCATrack.

NAP grant will not be offered in 2021.

Kids' Harbor was not chosen to participate in the 2020 Shootout Auction.

**Donor Survey:** Cara presented the survey results to the board. Board discussed findings.

**Accreditation Visit:** Board discussed anticipated accreditation visit (may be virtual visit). Cara requests that board members plan to attend on October 16th.

**Kid's Helping Kids-** Planning group sending invitations, selling tickets, and seeking sponsors for the event. Next meeting will be July 29<sup>th</sup> at 16:00.

**KH Audit-** Audit is scheduled to take place on September 24<sup>th</sup>.

**Upcoming Events** – listed and discussed. Next meeting August 26, 5:00pm

Meeting adjourned at 6:38pm, Danna made the motion, second by Julie, all approved.