

**Talbot Family Network
Board of Directors Meeting
September 20, 2016
2:30 PM**

Talbot County Board of Education
12 Magnolia St., Easton, MD

Agenda

Welcome and Introduction	Sherry Sutton
Review and Approval of Minutes from June 2016	Sherry Sutton
FY 16 Financial Report	Angela Lane
Board Business Process	Jan Willis
Coordinator's Report, Board Timeline, "Staff" structure	
By-Law Review Committee Report	Denise Whiteley
Getting Ahead Workgroup RFP	Jan Willis
Strategic Goals Workgroups	Sherry Sutton

**Next meeting - October 18, 2016 at 2:30pm
 Talbot County Board of Education, 12 Magnolia St., Easton, MD**

Talbot Family Network
Board of Directors Meeting Minutes
September 20, 2016 - 2:30 pm
Talbot County Education Center, 12 Magnolia St., Easton, MD

In Attendance: Doug Devenyns, Thom McCarty, Holly Ireland, Denise Whiteley, Angela Lane, Tom Hutson, Linda Webb, Sherry Sutton, Catherine Poe, Dale Skinner, Anthony Smith, Michelle Moaney, Kelly Griffith, Preston Peper, Jessica Morris

Absent/Excused with Proxy given to attending member: Milton Orellana proxy to Doug Devenyns, Carol Masden proxy to Holly Ireland.

Absent: Kelly Reynolds

Welcome and Introduction- Sherry Sutton presented new Board member, Michelle Moaney. Others made introductions.

Review and Approval of Minutes from June 2016 - Sherry Sutton asked the board to review the minutes from the June 2016 board meeting. Catherine Poe motioned that the minutes be approved. Denise Whiteley seconded the motion. The minutes were approved as presented.

FY 16 Financial Report - Angela Lane presented the current financial report. The Board had no questions. Reinvestment dollars were discussed briefly. See FY 16 Year End Finance Report.

Board Business Process - Jan Willis presented the Coordinator's Report via a new format, written rather than verbal. Discussion took place and a few Board members stated they appreciate the new format as a way to save time.

"Staff" structure – TFN staff are Contractual Consultants. The Board hired Katie Sevon to facilitate Healthy Talbot and the position has expanded to provide support for CPA programs.

Reviewed Board Timeline. Timeline allows for a RFP process to take place prior to the submission of the FY 18 CPA proposal if the board chooses to do this. Discussed the timeline is dependent upon the strategic workgroups taking place and establishing a plan according to the timeline.

There was board discussion about the Mid Year programs reports. Jan stated that Mid Year reports will include 2 quarters of data (1 quarter for newly funded programs), site visit reports for new programs and community/partner feedback.

Reviewed packet for Board members with contact information, Conflict of Interest, Community Partnership Agreement Summary, FY 16 Board Committees to be modified, Board of Directors Terms, FY 17 Meeting Dates, and Types of Boards Definitions. Reviewed definition of Governing Board and importance of Board participation.

By-Law Review Committee Report - Denise Whiteley presented the proposed changes to the By-Laws as discussed by the By-Law review Committee. These changes are outlined in the Report that was distributed to Board members. Discussed reducing the number of members serving on the Board, changes to the composition of the Executive Committee and definition of Quorum. A few modifications were suggested (see By-Laws with track changes) and will be

made and distributed to the Board. Per current By-Laws Board members to review for a minimum of 30 days and a final vote will be made at the November Board meeting.

Getting Ahead Workgroup RFP - Jan Willis reviewed the description of the Getting Ahead Workgroup RFP and presented that only one letter of intent was submitted but the proposal did not meet the deadline. Jan recommended that the RFP be re-released following the Bridges Out of Poverty training in hopes that there will be greater community interest. Angela Lane made the motion to re-release the RFP after the October training and Doug Devenyns seconded. None opposed.

Program Status and Updates - Talbot Association of Clergy and Laity/Sunday Supper contracting still in process. Chief Smith has assisted with this process. Discussed Talbot Mentors requesting additional funds for a second support group. Waiting on clarification from Talbot Mentors about number of children able to participate in the support group. A budget modification would need to be made and approved. Discussed other opportunities for funding as well. Board chose wait until a later date and revisit this after programming has moved forward.

Strategic Goals Workgroups – Board members divided into their workgroups and spent 30 minutes in discussion. Group Leaders reported back to Jan.

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