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**Community Action Partnership for Dutchess County, Inc.**

**Board of Directors Meeting & Staff Holiday Luncheon**

**December 1, 2023**

**Location:** Mill House Brewing Company, Poughkeepsie, NY

**CEO:** Elizabeth C. Spira

**CFO:** Teresa Paino

**Attendees:** Charlene Smart**,** Joshua Stratton, Peter Idema, John Penney, and Dylan Myoshi

**Excused:** Dr. David Scott, Paul Daubman Sr., and Kathleen Vacca

**Absent:** None

**Quorum Present**: Yes

**Agency Staff:** Elizabeth C. Spira, Teresa Paino, and Jill Harlow (Executive Administrative Assistant)

**Guests:** Agency staff attended the meeting. List included at the end of the minutes.

**Meeting called to order:** Charlene Smart, President, called the meeting to order at

12:20 pm.

**Roll Call:** Jill Harlow conducted the roll call.

**November Minutes:** The November minutes were distributed by e-mail prior to the meeting. Peter Idema made the motion to accept the November minutes. John Penney seconded the motion. All were in favor and the motion carried**.**

**CFO Financial Report:** Teresa Paino

The Finance Report was emailed to all board members prior to the meeting. There were no objections to the CEO Financial Report that were brought up by any of the board members.

**Motion to approve the Poughkeepsie Journal for the being our official newspaper.**

Peter Idema made the motion to accept the Poughkeepsie Journal as our official newspaper. Charlene Smart seconded the motion. All were in favor and the motion carried**.**

**Finance Committee Minutes**

**In Attendance: Pete Idema, Josh Stratton. Liz Spira & Teresa Paino**

**November 13, 2023**

**Funding Reductions/Increases/Impact**

**Regular Business**

* Met with CEO to discuss 2024 budget. Suggested a COLA.
* Discussed the potential for an additional staff benefit
* Discussed issues with CAP buildings and ongoing costs.
* Reviewed fiscal functions/CFO job responsibilities with new Family Resources Director, Fannon Herbert.
* Reviewed internal controls, Paychex Flex time reporting system, audits, the FEMA program, client assist funds, purchasing food for pantries and the role of other fiscal staff.
* Equipment inventory has been completed on all buildings except Red Hook and for Weatherization tools and materials.
* Review of Weatherization insurance requirements and addition of fidelity bonds for both WXA and the BIL contract.
* Review and update of computer inventory.
* Review of all client assist fund balances.
* Sent reminder to all managers: recording and approving staff time, purchasing supplies, submitting reports, postage, inkinds, receipts and mileage logs.
* Review of CAP employee handbook. Request for approval - PTO time only paid out upon termination.
* Assisting with Holiday Lunch - December 1, 2023 - 12pm at Mili House Brewery.

**Motion to approve the Finance Report:** Peter Idema made the motion to approve the Finance Report. Charlene Smart seconded the motion. All were in favor and the motion carried.

**Motion to approve the 2024 budget:** Peter Idema made the motion to approve the 2024 budget. Charlene Smart seconded the motion. All were in favor and the motion carried.

#### CEO Report: Elizabeth Spira

**Motion to approve the** Social Media Policy. Peter Idema made the motion to approve the Social Media Policy. Charlene Smart seconded the motion. All were in favor and the motion carried.

**Staff in attendance at the Holiday Luncheon:**

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| --- | --- | --- | --- | --- |
| Alyssa Esposito | Ann Kiely | Annette Spada | Corrine Campbell | Cynthia McNeil-Metcalf |
| Gabriel Torres | Irma Colon | Janice Jallade | Jill Harlow | Joe Fletcher |
| Linda Eddy | Mildred Fleet | Patrick Black | Patty Lamoree | Randy Magee |
| Robin Blue-Brown | Yvonne Maloney | Markese Atkinson | Jocelene Romero |  |
|  |  |  |  |  |

**Motion to adjourn**. Charlene Smart made the motion to adjourn at 12:25 pm. Peter Idema second the motion. All were in favor and the motion carried.

**Next Meeting**

**Date:** January 18, 2023

**Location**: Online Zoom meeting

**Time:** 3:30pm