

**Minutes**  
**Children's Service Fund Board of Directors**  
**CSFB Board Meeting**  
**January 16, 2019**

**The Board of Directors of CSFB** met on January 16, 2019 at 8:00 a.m. at the Northland Neighborhoods, Inc. Conference Room, 4420 NE Chouteau Trafficway, Kansas City, MO 64117. Present members included Deb Hermann, Chair; Kenneth Honeck, Vice Chair; Bruce Culley, Treasurer; Thomas Peca, Secretary; Robert Franseen, Allen Dillingham; Edward O'Herin; and Clinton Newton.

**Also Present were:**

Kathy Macken – Executive Director, Clay County Children's Services Fund  
Sarah Forgey – Greater Kansas City Community Foundation staff  
Afton Baxter – Greater Kansas City Community Foundation staff  
Carol Grimaldi– Cornerstones of Care  
Dean Olson – The Family Conservancy  
Kathy Harms – Crittenton Children's Center

**Call to Order**

Deb Hermann called the meeting to order at 8:00 a.m.

**Roll Call**

Thomas Peca called roll. John McGovern was excused, all other members present.

**Introductions/Announcements**

**Approve/Amend Agenda Items**

Allen Dillingham moved to approve the agenda for January 16<sup>th</sup>, Robert Franseen seconded the motion. Board voted in favor 8-0.

**Visitor Introductions**

The following introduced themselves as guests of the meeting:

- Carol Grimaldi– Cornerstones of Care
- Dean Olson – The Family Conservancy
- Kathy Harms – Crittenton Children's Center

**Approval of Minutes**

Robert Franseen moved to approve the minutes from November 28, 2018, and Kenneth Honeck seconded the motion. The board voted in favor 8-0.

**Finance Report**

Bruce Culley presented the financial report to the Board. Total expenditures for 2018 were \$3,232,329.22, exhibited in handouts given to the Board. There were three uncleared checks at the end of 2018. The fund balance as of December 31, 2018, including the aforementioned uncleared expenditures, was \$4,533,843.64. The fund earned 11 months of revenue in 2018, and will collect 12 months of revenue in the future, with the payments of grants continuing to be the bulk of expenses.

Bruce next recommended hiring a CPA to conduct an annual audit. He is currently drafting a proposal for the audit, and asked for suggestions of a local CPA to hire. The Board moved to make a final decision in a few months.

Deb Hermann raised concern for the need of a budget for full operation. With a new Executive Director, there is a growing need for basic office supplies and technologies. The board agreed to seek the best value for all supplies and technologies purchased. Kenneth Honeck, Bruce Culley and Kathy Macken will work on drafting a budget for 2019 that will allow for an administrative budget.

Allen Dillingham moved to approve the financial report, and Ed O'Herin seconded the motion. The board voted in favor 8-0.

#### **Executive Director's Report**

Kathy Macken provided an updated phone list and a full report for January 2019 to the members of the board. Kathy is currently looking for an office space, while all fund records remain at NNI. Purchasing guidelines were discussed, and the board agreed that a \$10,000 purchasing restriction would cover all office supply and technology needs necessary for conducting CSF business. Bruce Culley will contact the CPA that Kathy recommended for payroll matters.

The board agreed with Kathy's recommendation for strategic planning prior to further fund disbursements, including decisions on a permanent grant schedule, funding requirements, reporting requirements and purchasing policies. Board members and GKCCF staff will assist in strategic planning as needed. Kathy will attend a conference in Columbia on January 18, 2019 for all children's funds established in Missouri, and will have the chance to connect with other counties and learn about their guidelines and practices.

#### **Other Business**

No other business was discussed. Nominations and the election of officers will be discussed at the next meeting.

#### **Next Meeting**

The next Board of Directors meeting to be held on February 20, 2019 at 8:00 a.m., at NNI.

#### **Adjournment**

The meeting was adjourned at 9:10 a.m.