

**Minutes
Children's Service Fund Board of Directors
CSFB Board Meeting
March 20, 2019**

The Board of Directors of CSFB met on March 20, 2019 at 8:00 a.m. in the building of the Fund's new office location, 7001 North Locust, Suite A-100, Gladstone, Missouri, 64118. Present members included: Deb Hermann, Chair; Kenneth Honeck, Vice Chair; Thomas Peca, Secretary; Bruce Culley, Treasurer; Clinton Newton; Edward O'Herin; John McGovern; Pastor Robert Franseen.

Members absent: Allen Dillingham

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
Jennifer Hurst – Synergy Services, Inc.
Nancy Atwater – Preferred Family Healthcare
Sandi Clark – Clay County Resident
Tom Petrizzo – Tri-County Mental Health Services, Inc.
Susan Pinne – Crittenton Children's Center
Casey Thomas – The Family Conservancy

Call to Order

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

Roll Call

Thomas Peca called roll. Allen Dillingham was absent and Bruce Culley would be arriving late; all other members were present.

Introductions/Announcements

None.

Approve/Amend Agenda Items

John McGovern moved to approve the agenda for March 20th, Edward O'Herin seconded the motion. The Board voted in favor 7-0.

Visitor Introductions

Jennifer Hurst, Synergy Services, Inc.; Nancy Atwater, Preferred Family Healthcare; Sandi Clark, Clay County Resident; Tom Petrizzo, Tri-County Mental Health Services, Inc.; and Susan Pinne, Crittenton Children's Center introduced themselves as visitors at the meeting. Casey Thomas, The Family Conservancy joined the meeting after introductions.

Approval of Minutes

John McGovern moved to approve the minutes from the January 16, 2019 meeting. Pastor Robert Franseen seconded the motion and the Board voted in favor 7-0. Thomas Peca moved to approve the minutes from the February 28, 2019 meeting. Ken Honeck seconded the motion and the Board voted in favor 7-0.

Bruce Culley joined the meeting following the approval of minutes.

Executive Director's Report

Kathy Macken shared that she will be obtaining a copy of the Sunshine Law to find out a definite retention policy of the Fund's records.

Next, Kathy Macken presented the Clay County Children's Services Fund's new logo to the board. The logo will appear on the website, business cards, letterheads, etc. Kenneth Honeck moved to approve the new logo, and John McGovern seconded the motion. The board voted in favor 8-0.

Kathy Macken then shared with the board the report documents provided by Sarah Forgey of the Greater Kansas City Community Foundation. Grantees of 2018 will fulfill reporting responsibilities through the Greater Kansas City Community Foundation. Sarah Forgey will present the board with the reports received in Word documents.

Kathy asked the board for suggestions of what they would like to hear about in future Executive Director reports. Suggestions from the board included a recap of the Executive Director's month, possibly using her calendar as a reference; sharing information she continues to learn from other children's funds; and continued invites or updates from Kathy regarding grants, applicants and community events.

Action Items

Ms. Macken shared a revised copy of the Greater Kansas City Community Foundation's proposal to provide Planning and Development of Grantmaking Strategy Services to the Clay County Children's Services Fund. All services to be provided were described in Exhibit A, a handout provided to all board members. John McGovern moved to approve the Greater Kansas City Community Foundation's proposal, and Ed O'Herin seconded the motion. The board voted in favor 8-0.

The discussion then moved to the approval of an Investment Policy. The board agreed to set up a sub-committee in order to make plans for future investing. Ed O'Herin moved to approve the Clay County Children's Services Fund to open a 1% money market until the grant cycles begin. Bruce Culley seconded the motion, and the board voted in favor 8-0.

Financial Report

Bruce Culley presented the financial report to the Board. Total sales tax income in February 2019 was \$591,736.29 resulting in a total fund balance of \$5,656,329.10 as of February 28, 2019. Mr. Culley also shared that February included some administrative expenses as the Executive Director started work, making the total net income for February 2019 \$582,115.82.

Bruce Culley also recommended that a bookkeeping system be put into place, and for the board to consider different CPA firms in Clay County to run an audit for the fund. Proposals will be sent out prior to the next board meeting for an auditor.

Kenneth Honeck made a motion to approve the financial report. Robert Franseen seconded the motion and the board voted in favor 8-0.

Discussion Items

The board discussed different needs and statuses of children and families living in Clay County, as reported in "Status of Children & Families, Greater Kansas City Metropolitan Area", by Mid-American Regional Council. The members of the board will continue to research statistics in the different areas they intend to fund, in order to allocate accurate areas for funding during future strategic planning meetings.

Other Business

The board discussed changing the monthly meeting time from 8:00 a.m. to 8:30 a.m., given that the new meeting facility does not unlock its doors until 8:00 a.m. The board agreed that starting 30 minutes later each month would allow the Executive Director to prepare for the meeting after the building opens.

Next discussed was the need for a strategic plan to be put into place for the Clay County Children's Services Fund to operate under for the upcoming grant cycle. The Greater Kansas City Community Foundation will assist in the planning. The board agreed to meet on Friday, April 19, 2019 for a work session at 1:00 p.m. at 7001 N Locust, Gladstone, Missouri 64118 (conference room number to be determined).

Ed O'Herin expressed an interest in hearing from grant awardees following being awarded funds from the Clay County Children's Services Fund. The board agreed to discuss in the future inviting grantees to give brief presentations at monthly board meetings.

The next topic of discussion began as Ed O'Herin raised concerns about how the Clay County Children's Services Fund was being discussed by some of the general public on social media. Deb Hermann noted that if there were any questions about the work of the Clay County Children's Services Fund, each month's meetings are posted on the county's website, and that the board will not spend any funds protecting itself on social media, as it intends to continue giving as much of the fund as possible to services impacting children of Clay County.

Lastly, the members of the board formally recognized and thanked NNI, Inc. for hosting the Clay County Children's Services Fund at their offices and allowing space for them to operate for the past year.

Next Meeting

Although the 8:30 a.m. start time was agreed upon by the board, the next Board of Directors meeting is to be held on April 19, 2019 at 12:00 p.m. at 7001 N Locust, Gladstone, Missouri 64118, due to the decision to hold a work session following the Board of Directors meeting on the same day.

Adjournment

The meeting was adjourned at 9:15 a.m. with a motion by Mr. Newton, seconded by Mr. McGovern and unanimously approved by the board 8-0.