

**COMMUNITY ACTION ORGANIZATION
EXECUTIVE COMMITTEE MINUTES
THURSDAY, MAY 19, 1997
CINDY HIRST CHAIR PRESIDING**

Executive Committee

Members Present

Cindy Hirst
Jeff Fish
Shirley Huffman

Board Members Present

Margaret Eickmann
Dick Stenson
Katrina Pirkle
Jutta Kress
Rick Patrick
Russell Wilkinson

Staff Present

Jerralynn Ness
Nick Green
Carren Woods
Pilar Kleier

Executive Committee

Members Not Present

Greg Zuffrea, Excused
Maria Loreda, Excused

Board Members Absent

Craig Kinnie, Excused
Chuck Carpenter, Excused
Sandy Miller, Excused
Kathy Christy, Excused
Darlene Greene, Excused
Charlotte Karvia, Excused
Priscilla Orozco, Excused

AGENDA

1. **Call to Order and Announcements**
Cindy Hirst, Chair opened the meeting at 6:30 p.m.
Because of lack of quorum, Cindy Hirst called for an Executive Committee meeting at 6:40 p.m. inviting other members present to stay and participate in the discussion.
2. **Agenda Revisions**
No revisions were made.
3. **Consent Agenda:**
 - a. Approval of 17, 1997 Minutes
 - b. Acceptance of March 31, 1997 Finance Report
 - c. Acceptance of April 21, 1997 Nominations Committee Report
 - d. Acceptance of May 14, 1997 Finance and Development Committee Report.

Shirley Huffman moved to accept the consent agenda, Jeff Fish seconded, motion carried.

b. **Proposed 1997-98 Salary Increase**

Jerralynn Ness reported that the Personnel Committee has recommended a 3% salary increase as of July 1, 1997. This increase reflects what is occurring in the market and will help CAO maintain competitive salaries. In addition, our largest funding source Head Start, is providing a 3% cost of living increase and requiring that salaries be adjusted accordingly. The Personnel Committee is not recommending any changes to the current package of benefits. Discussion followed. By consensus, the Executive Committee approved the increase.

c. **By-Laws Amendments**

The proposed By-Laws amendments were reviewed. They will be mailed to the full Board to be acted upon in June.

5. **Strategic Planning Report** - Margaret Eickmann, Chair

Margaret Eickmann presented CAO's strategic goals and objectives that were drafted at the May 10th Board retreat. She focused on a more in-depth review of the Board's goal, of "Goal I: CAO Board is actively and effectively involved". Discussion followed. The goal was revised and approved by consensus.

6. **Family Care of West Tuality** - Jerralynn Ness

Jerralynn Ness highlighted the findings of the due diligence process and reviewed the final report. Next year, the financial benefits to the combined organization will be about \$80,000. In order to fit FCWT staff into our Center, we will need space occupied by La Casa del Futuro. At the end of June, CAO's two year agreement with La Casa del Futuro for space with CAO will end.

Dick Stenson said the merger with FCWT sounds good - Let's do it! Shirley Huffman moved and Jeff Fish seconded to approve the consolidation of FCWT into CAO. Motion carried.

Next Steps - Tomorrow the FCWT Board will meet to make a decision whether to merge with CAO or not.

Board Annual Meeting - The June 19th Annual meeting will be combined with FCWT here at CAO.

7. **Fundraising Report** - Carren Woods

Carren Woods reported that we have brought in: \$15,855 from businesses and individuals and \$8,000 in grants. We are projecting an additional \$6,000 from the 1500 Club. There are \$48,000 in grant requests pending. Major gifts appointments are being made and need to be completed. Follow up by Board members will make a difference.

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8. Other

Jutta Kress invited the Board members to attend the Head Start Policy Council BBQ on June 10th at the Multi-Service Center.

Meeting adjourned at 7:55 p.m.

Respectfully Submitted,
Pilar C. Kleier