**Board Meeting Minutes**

July 12, 2017

1:00pm-3:00pm Wellness Center

* Call Meeting to Order – President Ginny called the meeting to order at 1:01 pm. Diana, Bart, Carol, Ginny, Noelle, Fr. Mundy and Stephen present.
* Welcome Guests - None
* Agenda – Audit added as last item under Business. Carol moved to accept the Agenda as amended, including the Consent Agenda with no exemptions. Diana seconded the motion. Motion passed unanimously.
* Consent Agenda
  + Minutes of June 7, 2017
  + Treasurer Summary Ledger and Report
  + Coalition Reports
* Social Media/Website Report
* Consent Exemptions

**Business**

* Welcome Noelle/Plans for Training/Transitioning – Noelle met with Diana and Lindsey and has plans to meet with Peggy. The whole board is available for support and to answer any questions. Noelle has experience with QuickBooks and will assist with this transition. She will also meet with Ginny to review plans, paperwork, existing grant deliverables, etc. which will bring her up to speed on current projects in the works. Noelle will also meet with Diana to review our website and social media accounts.
* Coordinators (New Agenda Item going forward) – Noelle reported that she has begun investigating possible grants this week and reported that some are between one and three years into the future; for example – one has a due date for applications of 2020 with a grant start date of 2021. Unsure if the board wished to pursue these types of future funding possibilities, the board assured Noelle, that while funding for such grants may be withdrawn before the actual start date, the prepared RFP’s can be useful for applying for other grants and encouraged her to not only investigate these grants but suggested storing the RFP information in Google Docs which will allow all board members the opportunity to review the documents as well as make changes and contributions to them.
* PHS Community Partnership Grant Deliverables update (Ginny) – PHS has been invoiced to draw down funds, and two quarterly reports will be required following our next two events. Funds may be used for a small recurring News-Bulletin Community Wellness Update column. Work will include resolutions with local municipalities to coordinate efforts with the CWC.
* DOH RFP (Ginny) – Ginny reported that the DOH RFP is an easy application process and the funds may be used to provide the KAH training.
* KAH Training/Funding Request – Bart reported hoping for the maximum attendance for this event which is 50 people, who can then provide additional training for others. The cost for 50 people would be $3,180, which works out to approximately $10-$12 per person per day, excluding trainer travel expenses. The Peralta Methodist Church is available for this training for a cost of $75 for both days, and is holding the dates of September 14 & 15 open for the event. Different vendors for food were discussed and price quotes will be obtained by Diana, Ginny, Noelle and Stephen by July 28th. The KAH trainer will need ground transportation and Bart will update the board regarding those needs for assistance. First solicitation for attendees will be Valencia County personnel, opening the opportunity statewide later, if the maximum is not reached locally. Noelle will develop an online registration form for the event, and plans are to include an additional 10% over the maximum number to be placed on a waiting list. Diana will assist Noelle with the online registration form to be distributed August 1st. A Save-the-Date notice will be sent out now to generate interest. Fr. Mundy moved to amend the original motion approved via email, to allow up to $5K for the KAH training. Bart seconded the motion. Motion passed unanimously.
* Planning for Health Access Crunch – September CRUNCH is replaced by KAH training and the Health Access CRUNCH is planned for December 6th, from 12-4 pm. Ginny will check on the availability of the Los Lunas Transportation Center for this event.
* Development of Procurement/Financial Policy Update (Father Robert) – Diana has researched policies for finance and procurement and found some great resources. Fr. Mundy will provide the board with access to the policy document that he and Diana have produced thus far via Google Docs.
* CWC Executive Meeting/General Meeting Format (Diana and all) – While our agenda has been reduced, additional editing is needed. The executive board agenda continues to contain many details and planning and requiring a two-hour meeting each month.
* CWC Rio Communities Assessment Update on Final Report (Diana/Peggy) – No update – remove from standing agenda
* United Way Grant/Media/LED Sign Update (Diana) - No update – remove from standing agenda
* Update on the Urban Gardens Program (Lindsey) - No update – remove from standing agenda
* Review of Activities/Time Line/Action Items – Ginny reviewed plans, activities, and action items and will send the board an email follow-up.
* Audit – The annual financial audit for fiscal year July 1, 2016 through June 30, 2017, needs to be conducted. Carol, Fr. Mundy and Diana volunteered to assist with the audit, day/date/time to be determined upon Peggy’s return.

**Additional Items of Discussion**

* CWC Binders etc. Inventory & Storage and Scanning Planning Follow Up (Tabled until the Fall)
* Adjourn – Meeting adjourned at 2:48 pm. Next meeting scheduled for August 2nd, at 1 pm at the Wellness Center.