**Board Meeting Minutes**

**September 6, 2017**

**1:00pm-3:00pm Wellness Center**

**1:00PM-1:15PM**

* Call Meeting to Order – President Ginny called the meeting to order at 1:07 pm.

Noelle, Diana, Carol, Bart, Peggy, Ginny and Fr**.** Mundy present.

* Welcome Guests – Ananya Moorthy, Carol Castillo, and Edna Hutchison, Presbyterian; Ricardo Ortega, Independent Living
* Agenda
* Consent Agenda – Requests from Peggy and Diana to move Treasurer Summary and Ledger Report and Coalition Reports to Consent Exemptions. Fr. Mundy moved to approve the Agenda as amended. Diana seconded the motion. Motion passed unanimously.
	+ Minutes of August 2, 2017
	+ Treasurer Summary Ledger and Report
	+ Coalition Reports
* Social Media/Website Report
* Consent Exemptions
* - Treasurer Summary and Ledger Report – IRS is filed for the year. Annual Report is awaiting the NAIC status code for entry on the NTTC report prior to submission. Peggy sent an email to the board regarding any changes to questions enclosed. Please contact Peggy ASAP if your circumstances or answers to these questions have changed.
* - Coalition Reports – Jason has provided the electrical contractor’s contact information to Diana for her to gain access to the LED sign in Los Lunas and upload messages. Diana will be contacting him this Friday.

**Business**

* Coordinator’s Report (Noelle) **1:15 PM-1:30 PM –** HIA grant application is coming along. Three letters are needed from stakeholders to accompany this grant application. CWC will request letters from the Juvenile Justice Board, DWI Council and the Medical Care Advocacy Group. The DWI Council will be surveying between 200-400 people ages 18 and over, which will be beneficial for the CWC and HIA grant. Survey distribution will take place at upcoming health fairs, and are available in English or Spanish. The HIA grant application is due next week. Allowables are very lenient on this grant, and include gift cards, incentives, meeting expenses as well as a paid intern.
* PHS Community Partnership Grant Deliverables update (Ginny) **1:30 PM 1:35PM** – Next report due in December on HV program awareness and increased services. The Health Access CRUNCH will support the Presbyterian deliverables. La Vida Felicidad is now an HV provider, bringing the total to four HV providers in Valencia County.
* DOH Update (Ginny) **1:35 PM-1:40 PM** – Waiting for direct PO to draw down funds. DOH grant will fund the KAH training, Drop-in Center and the CWC Retreat.
* KAH Training (All) **1:40-1:50 PM** – Bart reviewed the training needs and information. There is no sound system in the auditorium at Peralta Methodist Church. Diana will bring the sound system and microphone. Noelle reported there are only seven tickets remaining. Board members should arrive at 8 am for set-up, and Noelle will provide sign-in sheets. This is a train the trainer event, so attendees can provide subsequent trainings. Rick Miller will provide pre and post surveys. We will compare these with follow-up surveys taken three months later.
* Planning for Health Access Crunch (All) **1:50 PM-2:10 PM** – Health Access CRUNCH is planned for December 6, 2017 12-4 pm, at the Los Lunas Transportation Center. Plans are for presentations from speakers and panels. At next month’s meeting, we will cover agenda planning and catering. Up to 60 attendees would be ideal.
* Planning for CWC Retreat (All) **2:10 PM-2:20 PM** – The Retreat date is changing. Please respond to the latest Doodle Poll to confirm your availability. Ginny will send the By-Laws and Finance Policy for review prior to the retreat.
* Development of Procurement/Financial Policy and Vendor Payment Policy (Diana, Noelle, and Peggy) **2:20PM-2:35 PM** – This policy needs updating to address vendor payments pre and post services received. As a 501C3, we should follow government standards. Good are paid at point of order or purchase. Please be sure to review all documentation received before our retreat.
* Interns from UNM **2:35pm-2:45PM** – Diana will supervise the intern as well as provide office space and computer access through DOH. The UNM Intern form is very thorough. It should be signed by both DOH and CWC. This agreement provides the intern for 16 hours per week for 46 weeks per year, for two years. This may not provide the same person as an intern for both years and they will need a 1099 annually as contractors to report earnings to the IRS.
* Request from the Youth Center Planning Committee **2:45PM-2:55PM** – Funds are requested from CWC to develop a youth drop-in center in Meadowlake. The request is for $500 to hold two Town hall Meetings to facilitate focus groups. Peggy moved to approve the $500 request. Fr. Mundy seconded the motion.

Discussion of logistics followed by questions and answers. Motion passed unanimously. Ginny advised the board that according to CWC current fiscal policy, this represents one-half of spending in this category for the year.

* Review of Activities/Time Line/Action Items **2:55 PM-3:00PM** – Noelle reviewed her notes and Action Items. Diana will re-send the Doodle poll regarding the retreat, the CWC Audit will be September 21, from 1-3 at the Wellness Center, Noelle will send out reminders to KAH attendees as well as provide sign-in sheets, and Ginny will send documents to review prior to retreat.

**Additional Items of Discussion**

* Adjourn – Meeting adjourned at 2:40 pm. Next meeting scheduled for October 4, 2017, at the Wellness Center.