

# Board of Directors Minutes

## April 18, 2023



1. **Call to order:** Board President Barbara Welander called the meeting to order at 1:16 p.m.
2. **Training:** Finance Director, Sarah Droege presented training on fiscal reporting. She went over the fiscal reports that are presented to the board every month detailing how the information and reports originate in everyday fiscal tasks, the specific fiscal reports used to create each of the board reports, and key things board members should watch for when reviewing the reports.
3. There was a **quorum present**. Members present were:

Des Moines County	Henry County	Lee County	Louisa County
Rhonda Reif	Barbara Welander		Cyndi Mears
Brent Ruther	Linda Boshart		Brad Quigley
Shane McCampbell	Marc Lindeen		
Nicole Pappalardo			

**Members absent:** Tom Schulz, Antonio Flores and Anastasia Noon.

**Staff present:** Sheri Wilson, Matthew LeClere, Sarah Droege, and Lisa Nafziger.

4. **Consideration of the Agenda:** Motion by Quigley, second by Pappalardo to approve the agenda. Motion approved by voice vote.
5. **Consideration of the Minutes:** Motion by Lindeen, second by McCampbell to approve the minutes of the March 21, 2023 board meeting. Motion approved by voice vote.
6. **Action Items:**
  - a. **Ratification of Head Start Truck Purchase:** Motion was made by Boshart and seconded by Mears to ratify the e-mail approval of the purchase of a Head Start truck from Derr in the amount of \$24,637. Motion approved by voice vote.
7. **Reports:**
  - a. **Executive Director Report, Sheri Wilson:**  
Wilson attended the Iowa Community Action Association (ICAA) Director's meeting, worked on wages and concerns with our Tax Sheltered Annuity. Agency donations for March totaled \$4,232. Sheri reviewed the contracts and agreements signed during the past month. The agency will receive \$10,000 from the Burlington Area United Way.
  - b. Statement of Financial Position
  - c. Budgets
  - d. Credit Card Statements
  - e. Check Listing and Direct Deposits


**8. Information:**

- a. **Weatherization Bids Awarded:** For the period of March 1, 2023 – April 1, 2023.
- b. **Executive Director Evaluation Form** was provided so board members can prepare for the executive session at the May meeting to perform the evaluation.
- c. **Preschool Scholarship Monitoring report** was provided. It indicated that files were complete and well organized.
- d. **Weatherization Monitoring report** from the Iowa Division of Community Action Agencies (DCAA) was presented. The majority of the houses weatherized, which were evaluated, met the guidelines and standards. A corrective action report is due May 26, 2023.
- e. **Agency Training Day is Monday, April 24** at Pzazz and board members are invited to attend.
- f. **Program Updates** provided by the Program Directors.

**9. Next Meeting Date:** Tuesday, May 16, 2023 at 1:15 p.m. in the central office board room or via Zoom.

**10. Adjournment:** The meeting ended at 2:35 p.m.

Respectfully submitted by:

  
Sarah Droege, Finance Director

  
Cyndi Mears, Secretary