CENTRAL COMMUNITY ASSISTANCE FOUNDATION

Regular Board Meeting

ORDER OF BUSINESS

Date: January 20, 2011 Time: 4:00 pm

Place: Central Intermediate School

Presiding Officer: Ronnie Devall

I. Call to Order

Chairperson Ronnie Devall called to order the regular meeting of the Central Community Assistance Foundation Board of Directors on Thursday, January 20, 2011 at Central Intermediate School’s classroom.

II. Roll Call

Ron Erickson conducted roll call. Present were: Frank Ard, Ron Erickson, Bob Lansing(4:03p.m.), Dick Metz(4:12p.m.), Jeff Stanfield, Janet Stevens, and Rhonda Taylor. A quorum was present. Absent – Terry Hebert.

III. Acceptance of Minutes

A motion was made by Jeff Stanfill and Seconded by Frank Ard to accept the minutes of the December 2, 2010..

IV. Report by Officers

Chairman – Reported on research done for P. O. Box and the cost coming in at around $102.00. Is researching getting a cell phone for CCAF.

Vice-Chairperson – Announced that a 6’X10’ Storage facility has been donated to CCAF. The steering committee has held two meetings so far.

Treasurer’s Report – $7,524.39 have been donated thus far. After expenses(see Income Statement) we have a balance of $6,689.39.

Secretary - None

V. Report by Standing Committees

A. Communications – Brockwell Bone stated that the website would be

 ready to launch by February 15. The press kit that they are working on

 is just about finished as well.

B. Clothing – Donna McCaskill reported that they helped a family that had

 loss due to a fire. Coats have been donated through the group BNI.

C. Education – Peggy Faulk discussed some concerns that the committee

 had about tutoring procedures. They are surveying schools to see

 what the need for backpacks may be since it is the start of a new

 semester. For getting product it was suggested that they contact

 Georgia at Walmart.

D. Food – Lynn Dawson no report.

E. Fund Raising – Debbie Cooper nothing to report at this time.

F. Housing – Janice Green reported that they are in the process of

 formulating policies and procedures for housing..

VI. Old Business

A. Articles and Ads about CCAF

 Mr. Devall met with directors of the local papers and requested that if

 articles or ads were to be run about CCAF we would like to proof them

 first.

B. Janet Stevens made a motion that the agenda be amended to discuss

 the old business of LANO(Louisiana Association of Nonprofit

 Organizations) and a cell phone for CCAF. Motion was seconded by

 Bob Lansing and passed.

C. Janet Stevens discussed the group LANO and the benefits of joining

 the organization. Jeff Stanfill made a motion that we allow Janet

 Stevens to sign CCAF up for the LANO at a cost of $100.00. Ron

 Erickson seconded the motion and it passed.

D. Ronnie Devall discussed the importance of having a phone number for

 CCAF. The call forwarding would rotate among the board members

 so that no one person would be totally responsible for fielding all calls.

 A motion was made by Janet Stevens that we authorize Mr. Devall to

 get a phone. Motion was seconded by Bob Lansing and passed.

VII. New Business

A. Consider a motion to set a standard meeting date: Third Thursday each

 month at 4 p. m. Jeff Stanfill made a motion that we meet on the Third

 Thursday of each month, 4p.m., at Central intermediate School. Ron

 Erickson seconded, the motion passed.

B. Janet Stevens discussed the Requisition form and the need to amend

 the form and take appropriate action to utilize the form using

 appropriate procedures. Jeff Stanfill made a motion that the

 Requisition form be sent out to all the Board members to approve and

 then be sent to Frank Ard. Mr. Ard would then have authority to use the

 form for dispersal.

C. Discuss and take action on a Case Manager for families-in-need.

 Rhonda Taylor made a motion that Donna McCaskill serve as Case

 Manager and Janet Stevens as the Alternate, until we have policy and

 procedures in place. Bob Lansing seconded and motion passed.

D. Discuss and take action to Trademark the CCAF logo. Ron Erickson

 suggested that it might be a good idea to trademark our logo but that

 we would should defer this item until we get the cost of acquiring the

 trademark. Janet Stevens made a motion to defer, Bob Lansing

 seconded and the motion passed.

E. Discuss and take action for adopting Robert Rules of Order.

 Discussion was held as to whether or not this is something we would

 want to adopt at this time. Ron Erickson made motion to have the

 chairman appoint a committee to research and study what would work

 best for our board meetings. Dick Metz seconded and the motion

 passed. Jeff Stanfill was appointed by Chairman Ronnie Devall and

 charged with forming a group to look over our options and bring back a

 report to the board in February.

F. Discuss setting up a trust or set aside for funds. Discussion was held

 on the issue but no action was taken.

G. Discuss and take action on the next steps for policies and procedures,

 Policy Manual. Janet Stevens handed out and discussed the work

 completed thus far by the committee on the Policy Manual. Ron

 Erickson made a motion that the board look over the manual and give

 feed back to Janet Stevens in two weeks. Dick Metz seconded and the

 motion passed.

VIII. Announcements and Recognitions

 Frank Ard told everyone about an available 501(c) 3 conference to be held

 in New Orleans.

IX. Adjournment

 Motion to adjourn was made by Bob Lansing and seconded by Dick Metz.

Motion passed and meeting was adjourned at 5:14p.m.

Minutes submitted by: Ron Erickson Sr.

 Secretary of the CCAF Board of Directors

Approved:

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Chairperson of the CCAF Board of Directors