

## bcmPEACE Board Minutes

4-11-16

Present: Rick Woodard, Steve Seitz, Don Mitchell, Bobby Mayes, John-Michael Cotignola-Pickens, Pastor Ron Ludwick, Pastor Belita Mitchell, and ex-officio Rev Ron Tilley

Absent: Lynda Singleton, Wanda Santiago

**Welcome:** Steve Seitz, Vice Chair, convened and facilitated the meeting at the request of Board Chair Don Mitchell

**Devotions:** Rev Ron Ludwick shared devotions and an opening prayer.

**Approval of Agenda:** Approved as presented.

**Minutes:** Minutes amended to correct the spelling of Marvin's name from "Marlin" and Andy Brode's name from "Brody". Corrected minutes approved as amended.

**Treasurer's Report:** Rick Woodard gave the Treasurer's report and noted that monies are beginning to come in for the HighMark Walk. Our checkbook balance is growing. Financials from Hollinger Bookkeeping Services were distributed by email

**Property Committee Report: Two property committee members were absent.** Rick reported the leak repairs were completed and our tenant in the store front units is satisfied. All units are rented and with the exception of 1, there are no issues. In the unit being rented to 3 brothers, 2 of the occupants have requested that one be evicted along with his girlfriend who's also staying in the unit. The 2 remaining tenants will be issued a new lease and continue to assume responsibility for the monthly rental.

**Executive Director's Report;** Ron reported that there is a need to have certain policies in place. He passed out a 2 page document and requested the board to adopt these policies soon in time for the preparation of the 990 tax forms. He agreed to send copies to the Exec. Cmte for review and the committee will bring recommendations to the board at the May meeting.

**Assistant Treasurer Position Description:** Ron circulated a proposed job description for the Assistant Treasurer position. The Board made a cursory review making a few changes and agreed to take the copy and continue to review for additional editorial suggestions and bring them to next month's meeting for action.

**Need for Additional Assistance:** Ron is working with Experience Works to obtain a volunteer paid by them to help with routine maintenance, minor repairs, and custodial service at the property located at 1317-19 Derry Street. He has been called away from administrative duties on an excessive basis. His goal is to find someone who could attend to these property matters and free up his time for other program needs. One recently acquired volunteer through Experience Works had to withdraw due to health issues.

The plan is to schedule interviews this week with candidates narrowed down through the contract services of Steve Schwartz.

**Credit Card Update:** Task not yet completed. Additional forms need to be filled out. Rick and Ron will meet at 4 pm on 4/12/16 to fill out the forms and get them to the bank.

**bcmPEACE Board Member Term Limits:** A Chart was circulated showing the beginning year of service for board members. The Term Limit policy was established in 2013 with the revision of the by-laws. The board agreed to start all terms with that year. The term limits will be staggered. Bobby Mayes' term will be moved to 2016 since he came on the Board in the last month of 2015. Rev Tilley will revise the chart to reflect the 2013 start date for all members on the board prior to 2013 and include the vacant slots. There was a question raised about the number of board members allowed by the by laws. Ron volunteered to research and share that info w/the board. *Board is committed to fill the vacant seats on the board by 12/31/16.*

**CEO/Board Evaluation:** Steve reported that he and the Exec Cmte will meet with Rev Tilley on 4/12 to discuss the performance evaluation of the Exec Dir and seek to develop an acceptable tool for board evaluation.

HIGHMARK WALK— Sat, 5-21-16 Steve mentioned that there are several verbal announcements planned for the Harrisburg First Church Worship Services and encouraged everyone to promote the event and get walkers involved.

BOWLATHON— Sun, 10/9/16, 2-5 PM. Board members were reminded they're being asked to sponsor a lane. The target earnings per lane is \$600. *First Giving* will be the web host to handle this event and assumes responsibility to build the website which should be up in about 2 weeks.

ZUMBA GLO FITNESS PARTY—Sat, 11/12/16 6:30 pm HFCOB Fellowship Hall, the lead instructor, Natausha Bulgrien has been confirmed. She will head up a team of 4 other instructors. Because Natausha is a certified instructor, we can use the Zumba website to promote our event. The youth are excited because this is a "glo" event featuring glow in the dark painted clothes.

2017 BANQUET—Tue, 4/25/17, 6:30 pm @ the Best Western Premiere. The date has been secured and the contracts need to be signed and turned in. Last year's final net profit is \$11,388.00.

**New Business:** In response to the need for additional board members, Ron and Bobby will work together to put together and invitation to be published in *Community Caller*. Board members were encouraged to extend invitations to persons who have gifts and skills to broaden and strengthen the board.

NEXT MEETING: MON, 5/9/16 @ 6 PM.

DEVOTIONS: Bobby Mayes will provide devotions at the next meeting.

John-Michael Cotignola-Pickens closed the meeting with prayer.

Respectfully submitted,

Pastor Belita D. Mitchell, substitute recorder