

**Healthy Start of Flagler and Volusia Counties
Executive Committee Meeting Minutes
Wednesday, February 13, 2008**

Date/Meeting Start Time: February 13, 2008 – 12:00pm

Location: Healthy Start Coalition, 135 Executive Circle, Suite 101, Daytona Beach, FL. 32114

Committee Members Present: Suzanne Konchan and Anne Ferguson

Committee Members Absent: Rev. Richard Hills, Isalene Montgomery and Pat Northey

Other Board Members Present: None

Staff Present: Dixie Morgese

Guests Present: None

Activity	Summary	Action	Follow-Up	Date
1) Welcome- Call to Order	Introductions were made.	N/A	N/A	N/A
2) Meeting Summary – November 16, 2007	The meeting summary for November 16, 2007 was approved by consensus.	Agreed by consensus.	N/A	N/A

Activity	Summary	Action	Follow-Up	Date
3) Executive Director's report	<p>Report was reviewed. Discussion was held about fund development and Beds for Babies gala. The Executive Committee members present stated that they prefer fund raising via grant versus big costly events. Dixie advised that we need representatives on this committee – but that Junior League will be supporting our needs for cribs and baby items.</p> <p>Dixie said our lease is up in 2009. A discussion was held on inexpensive or free space. Suzanne Konchan said there is more space available for a few dollars less for square footage but you need to consider moving expenses. Dixie said we will continue to look at capital fund raising and we will hear from the Robert Wood Foundation award in July 2008.</p> <p>Discussion ensued about re-allocating funds for high risk OB to Halifax for services they provide at Volusia County Health Department. The committee unanimously approved re-allocation of \$25,000 of unspent funds to Halifax Health to continue these services.</p>	Agreed by consensus.	<p>Dixie will relay information to the Fund Development Committee.</p> <p>Dixie will meet with Dr. Ed. Prevatte.</p>	<p>N/A</p> <p>ASAP</p>
4) Committee reports Nominating/Governance Committee – New board application – Janet Martinez	<p>Ms. Martinez was recommended for placement in vacancy for legal representation on our Board of Directors. Members present moved to appoint her to the board.</p> <p>Ask Pat Northey to chair and participate on the Nominating/Governance Committee and hold meetings on the west side. Have the Nominating/Governance</p>	Agreed by consensus	<p>Healthy Start Coalition staff will inform Ms. Martinez and forward her necessary documents and meeting schedule. Dixie will contact</p>	<p>Orientation to be scheduled.</p> <p>Meeting to</p>

Activity	Summary	Action	Follow-Up	Date
<p>Finance & Oversight Committee – Bids for line of credit (Wachovia, SunTrust, Bank of America)</p> <p>Coalition Committee – next meeting 4/23/08 Prenatal Summit – 4/15/08</p>	<p>Committee meet and contact members not in attendance to see if they want to be moved to the Coalition.</p> <p>Overview of the Finance Committee meeting was provided. The Executive Committee agreed to move forward with 3 bids for investment and checking account.</p> <p>We will present results of the Prenatal Summit at this meeting.</p>	<p>Agreed by consensus</p> <p>Information only</p>	<p>Pat Northey.</p> <p>Healthy Start Coalition staff will meet with Sheri Cobb to determine the process for getting bids.</p> <p>Dixie will ensure notification of Board and Coalition members.</p>	<p>be scheduled.</p> <p>3/1/08</p> <p>4/23/08</p>
<p>5) Agenda for March 19, 2008 board meeting</p>	<p>March 19, 2008 board agenda was reviewed. The agenda will include the following items: Executive Director’s report Committee Reports Fund Development Carry forward follow-up by the Department of Health to be included in the Executive Director’s report.</p>			<p>3/19/08</p>
<p>6) Adjournment</p>	<p>Meeting was adjourned at 1:15pm</p>	<p>None</p>	<p>None</p>	<p>N/A</p>