

**DRAFT**

**Minutes: Healthy Start Coalition of Flagler and Volusia Counties, Inc.  
Board of Directors Meeting**

Date/Time: Tuesday, December 13, 2016 – 12:00p.m. – 1:16 p.m.

Location: United Way, 3747 International Speedway Blvd., Daytona Beach, FL. 32114

Members Present: Pam Carbiener, Steve Forsyth, Amanda Hayes, Carly Meek, John Meyers, Dixie Morgese, Joanna Nightingale, Rafael Ramirez, Ray Salazar, Diane Smith, Robert Snyder, Loverso Walker, Buddy Hall, Rebecca Vernon

Members Absent: Eric Goire, Michele Goeb-Burkett, Zenesha Barkley, Kassandra Blissett, Ann Bodziak, Patricia Boswell, Suzette Cameron

Staff Present: Dixie Morgese

Guests Present: None

Agenda Item	Summary/Discussion	Action	Follow-Up	Date
<b>Welcome and Introductions</b>	Welcome and Introductions were facilitated and quorum was established.	N/A	N/A	N/A
<b>Approval of the September 13, 2016 meeting minutes</b>	Motion was made by Carly Meeks and Dr. John Meyers	Motion passed	N/A	N/A

Agenda Item	Summary/Discussion	Action	Follow-Up	Date
<b>Committee Reports Exec Committee/ President's Report</b>	<p>Dixie Morgese and Diane Smith provided an overview of the Executive Committee activities.</p> <p>During Building Committee meeting the Banker was present and the Finance Committee. Recommendations were made to seek another building purchase due to running out of space for the employees. Plans to move the program staff out of the building and keep 109 Executive Way for the Administrative Staff. Can use the equity for the building we have for the new building. Working with Realtor Buddy Budiansky for locating the new building.</p>		N/A	N/A
<b>Finance &amp; Audit Committee</b>	<p>Dixie provided an overview of the Finance and Audit Committee to include the revenue summary, annual budget and update on the independent audit.</p> <p>Management Discussion Analysis is new for this year.</p> <p>Buddy Hall 3<sup>rd</sup> year performing audit for Healthy Start. For OMBA133 is now called The Uniform Guidance. Cash down \$29,000, Net Assets increase \$145,000 roughly. The Organization is in a good financial position. Has 2 months emergency funding, like to see 3 to 6. Format presentation changes coming in 3 years. Suggest the Board do some major Fundraising.</p> <p>Motion was made by Ray Salazar, seconded by Loverso Walker</p>	Motion passed		
<b>Governance/ Nominating</b>	<p>Dixie presented the Nominating and Governance Committee and the 2017 slate of Officer Nominations and new Board Member Directors: Carley Meek as President, Suzette Cameron as Vice President, Steve Forsyth as Treasurer, Diane Smith as Immediate Past President, Kassandra Blissett as N &amp; G, Dixie Morgese as Secretary. The Nominating &amp; Governance Committee has also received nominees for new Board members. Rafael Ramirez, Alex Middleton with Museum Arts &amp; Science, Cynthia Myers one of the original advocates of Healthy Start. No objections to any Board Members.</p> <p>Motion was made by Diane Smith, seconded Dr. John Meyers</p>	Motion passed		
<b>Coalition/Executive Director's report</b>	Dixie provided a written report to the members. Refer to attached written report by Dixie Morgese.			

Agenda Item	Summary/Discussion	Action	Follow-Up	Date
<b>Old Business/New Business</b>	N/A		N/A	N/A
<b>Announcements</b>	<p>Annual meeting and Sponsorship will be on February 13, 2017 at the Tavern in the Garden and it will be a sit down and a VIP Reception at the Rail Car.</p> <p>The Coalition now has 401K match employee plan.</p> <p>Working on job descriptions and with Robert Half to assist to make sure we are conforming to labor laws.</p>	Information only.	N/A	N/A
<b>Public/Other Participation</b>	There was no public participation.	None.	N/A	N/A
<b>Adjournment</b>	Meeting was adjourned at 1:16 p.m.	None.	N/A	N/A