



April Executive Committee Agenda

📅 Mon April 22nd, 2019

🕒 3:00pm - 4:30pm EDT

📍 Teleconference

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/311389325>

You can also dial in using your phone.

United States (Toll Free): [1 877 568 4106](tel:18775684106)

United States: [+1 \(571\) 317-3129](tel:+15713173129)

Access Code: 311-389-325

- | | | |
|------|--|-----------------|
| I. | Opening | JR HARDING |
| a. | Call to Order | JR HARDING |
| b. | Roll Call and Establishment of Quorum | MEGAN GERMAIN |
| c. | Verbal Authorization to Begin Recording | MICHAEL DANIELS |
| d. | Ask if anyone online has submitted a Public Comment Request. | JR HARDING |
| e. | Or if anyone online HAS NOT submitted a Public Comment Request but wishes to speak. | JR HARDING |
| II. | Agenda | JR HARDING |
| a. | Adjustments to the Agenda | JR HARDING |
| b. | Approval of the Agenda | JR HARDING |
| III. | Minutes from Prior Meeting | JR HARDING |
| IV. | Old Business | MICHAEL DANIELS |
| a. | Reserve Policy | MICHAEL DANIELS |
| | 📎 214 Operating Reserve.docx | |










- b. **Credit Cards** WHITNEY HARRIS
- c. **Invite Ms. Karla Morris to Family Cafe** MICHAEL DANIELS
- d. **FAAST A-TAC and BOD Job Description**


V. **New Business**

- a. **Review of 990 and Audit** MICHAEL DANIELS
 -  Draft 990
 -  Draft Audit
- b. **New Policies Presentation**
 - 1. **New Policy Presentation: Strategic Planning** MICHAEL DANIELS
 -  200 Strategic Planning Policy.docx
 - 2. **New Policy Presentation: Risk Management** MICHAEL DANIELS
 -  201 Risk Management Policy.docx
 - 3. **New Policy Presentation: Conflict of Interest** MICHAEL DANIELS
 -  202 Conflict of Interest Policy.docx
 - 4. **New Policy Presentation: Joint Ventures** MICHAEL DANIELS
 -  203 Joint Ventures Policy.docx
 - 5. **New Policy Presentation: Code of Ethics** MICHAEL DANIELS
 -  204 Code of Ethics.docx
 - 6. **New Policy Presentation: Protected Disclosure and Whistleblower** MICHAEL DANIELS
 -  205 Protected Disclosure Policy.docx
 -  206 Whistleblower Policy.docx
 - 7. **New Policy Presentation: Embezzlement** MICHAEL DANIELS
 -  219 Embezzlement.docx
 - 8. **New Policies Presentation: Delegated Authority** MICHAEL DANIELS
 -  216 Delegated Authority.docx
 - 9. **New Policies Presentation: Best Practices** MICHAEL DANIELS
 -  220 Best Practice Policy.docx
 - 10. **New Policies Presentation: Fundraising** MICHAEL DANIELS
 -  224 Gift and Donation Policy.docx
 -  223 Fundraising Policy.docx
 - 11. **New Policy Presentation: Authorized Spokesperson** MICHAEL DANIELS
 -  207 Authorized Spokesperson Policy.docx
 - 12. **New Policy Presentation: Ethical Governance** MICHAEL DANIELS
 -  208 Ethical Governance Policy.docx

- 13. **New Policy Presentation: Executive Compensation** MICHAEL DANIELS
 -  209 Executive Director Compensation.docx
- 14. **New Policy Presentation: Procurement** MICHAEL DANIELS
 -  215 Federal Funds Procurement Policy.docx
 -  210 Procurement Policy.docx
- 15. **New Policy Presentation: Online Communications** MICHAEL DANIELS
 -  218 Code of Business Conduct.docx
 -  211 Online Communications Policy.docx
- 16. **New Policy Presentation: Records Management** MICHAEL DANIELS
 -  212 Records Management Policy.docx
- 17. **New Policy Presentation: Financial Disclosure** MICHAEL DANIELS
 -  204 Code of Ethics.docx
- 18. **New Policy Presentation: Audit** MICHAEL DANIELS
 -  222 Independent Audit Policy.docx
- c. **Policies still needing to be drafted**
 - 1. **Executive Director**
 - 2. **Equal Employment**
 - 3. **Anti-harassment**
 - 4. **Nepotism/Fraternization**
 - 5. **Due Process**
 - 6. **Disqualification for Members**

VI. Standing Items

- a. **Financials** PAUL TOBIN
 -  022019 Financial Statements
 -  March 2019 Profit & Loss Summary by Month
 -  March 2019 Balance Sheet
 -  March 2019 Profit & Loss Summary by Quarter
 -  March 2019 Profit & Loss Detail
 -  March 2019 Accounts Receivable
 -  032019 Financial Statements
- b. **Membership** JR HARDING
 - 1. **Kailey Creech** PAUL TOBIN
 -  Kailey Creech Resume
 -  Kailey Creech Application
 - 2. **James Bayonne** PAUL TOBIN

 James Bayonne Application

 James Bayonne Resume

3. **Katy Howell**

PAUL TOBIN

 Katy Howell Application

4. **Marcel Lambert**

JR HARDING

 Marcel Lambert

5. **Lesia Kretschmer**

JR HARDING

 Lesia Kretschmer Application

c. **Executive Director Evaluation**

d. **Public Comment**

e. **Date of Next Meeting**

1. **Date: May 28, 2019**

2. **Time: 3:00 to 4:30**

3. **Financials will be posted to Boardable on Monday, May 21.**

4. **Agenda, minutes to previous minutes, and supporting documents will be posted to Board on Tuesday, May 22.**

f. **Adjourn**