



Community Action Partnership of North Alabama, Inc.

1909 CENTRAL PKWY, SW
DECATUR, AL 35601
www.capna.org
Phone: 256-355-7843
Fax: 256-355-7953
mail@capna.org

Community Action Partnership of North Alabama, Inc.
Board of Directors Meeting
May 24, 2011 5:30 P.M.
Central Office
Decatur, Alabama

Board Meeting Minutes

The Community Action Partnership of North Alabama, Inc. Board of Directors meeting was called to order at 5:40 p.m. by Jim Turner, Board Chair and Private Sector representative.

Board members in attendance: Cleo McDaniel, Matt Holmes, Carolyn Orr, Darris Frost, Jim Turner, Shelly Waters, Todd Russell, Bruce Gordon.

Board members absent: Alicia Ford, Christine Garner, Amy Speegle, Pat Gilbert, Annette Creest, Mike Bates, Kim Hood, Kenneth Kilgo, George Spear, Ray Alexander.

Advisors present: None

Advisors absent: Debbie Twilley, Johnny Turner, Murphy Brown, Nancy Train, Lorri Lee, Daniel Tidwell.

Staff in attendance: Allison Speegle, Michael Tubbs, Fred Harvey, Jack Green, Alicia Higginbotham, Lorri Mauro, Sue Stancil, Angela Warren, Kim Dodd

Board Attorney: Absent

Guests in Attendance: None

Our Mission

The Community Action Partnership of North Alabama, a results-driven non-profit business, is committed to reducing or eliminating the causes and consequences of poverty.

Roll Call

Allison Speegle called roll and quorum was not established.

Introduction of Staff and Guests

Michael Tubbs, CEO, introduced staff in attendance.

Reciting of the Mission

The mission statement of the Partnership was recited by all.

Executive Director's Report

Michael Tubbs reported the following:

- CSBG release after the continuing resolution had a 2.9% cut. Agency is trying to be very cautious about staffing. We are hiring staff back as needs present themselves.
- The Head Start program is stable and is in process of completing the year. For next program year the Leighton classroom will be moved to Hazelwood and one classroom at Ratchford will be moved to Susan Moore.
- Plainview, Boaz and Fyffe Head Start centers received slight damage from the storms.
- The Weatherization program received a 2011 funding announcement that will increase the number of homes to be weatherized. Also, Ron Ford, Energy Team Leader, is no longer with the agency.
- The agency has received the NeighborWorks Affiliation. As a result of the storm NeighborWorks ask the agency to put together a funding request to assist those affected by the storm. We requested \$40,000.00 and received \$100,000.00. A donation was made to the American Red Cross in Morgan and Cullman counties; the remainder of the monies will be used to fill in the gaps that FEMA and Red Cross do not cover.
- Currently applying for additional Pre-K Grants.
- Meals on Wheels program is currently serving approximately 350 meals per day.
- County Team Offices in Morgan, Lawrence and Cullman are working closely with FEMA to bridge gaps of those affected by storm.

Acceptance of March 22, 2011 Minutes

Tabled due to lack of quorum.

Financial Committee Report

Carolyn Orr stated the auditors are approximately one-third of completing the audit. Total cash on hand as of 4/30 is \$709,762; total current liabilities are \$471,952 and current YTD net income is \$175,044. The Financial Management Ratios statement was reviewed. Financial committee meets on a monthly basis to review the financial statements in depth. The floor was opened for questions/discussion on financial statements.

Audit Update

Fred Harvey, CFO, stated the auditors met with the Financial Committee on May 19th to bring them up to date. Goal is have a copy of the draft audit to present to the Financial Committee at the June 16th meeting. The audit must be completed and submitted to NeighborWorks by June 30th. The Board of Directors will approve the audit before submitting to the funding sources.

Approval of Head Start Expansion Grants

Fred Harvey, CFO, stated the expansion grants must be approved by July 1st. Members were referred to the handout. The first column reflects the budget that was previously approved in March. The second column, which is shaded and requires board approval, is the Head Start and Early Head Start separate grants that are part of the stimulus grant that will be rolled into the base budget October 1st. A revised budget will be submitted to include these two proposed budgets. Fred stated he will contact the Regional Office to see if we can submit the budget with a letter, signed by the Board Chair, stating the proposed budget would be presented for approval at the July 26th scheduled meeting.

Housing Committee Report

Matt Holmes, committee member, stated the housing committee met for a called meeting on May 18th. Committee approved moving forward with a new partnership with the Bennett Corporation to make application to Federal Home Loan Bank for a housing development project called Village Arbors, a 56 unit family apartment complex in Pell City, Alabama. Bennett Corporation contacted the Partnership because of the good track record on housing development. The agency was offered a 60/40 split of developer's fee with the agency receiving 40%. The Bennett Corporation will put up all the up-front expenses.

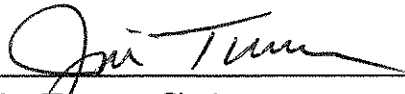
Committee also approved a resolution to make changes to the Southern Community Builders Board of Directors, with Bingham Edwards's oversight and approval. The Housing Committee has been serving as the housing committee and also as the SCB Board of Directors. In an effort to make sure there is board involvement and awareness of the housing component the process has been simplified to the following steps: (1) The Board of Directors gives authority to Housing Committee to provide housing (2) Housing Committee chooses the method and sets scope of project and reports to the Board of Directors (3) Southern Community builders will manage the day to day production. Michael Tubbs, Richard Lyons, Fred Harvey, Allison Speegle and the Board Chair will now serve on the SCB Board and the housing committee members will be removed. The Housing Committee should be a check point on action of SCB.

Other Business

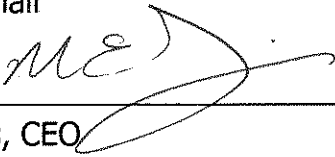
Jim Turner opened the floor for any additional questions/discussion. He thanked those in attendance and apologized we did not have a quorum. As of noon today a quorum had been confirmed but we did receive notification right before the meeting of a couple of members that had unexpected emergencies arise that prevented them from attending. A decision will be made and board members notified as to whether we will schedule a meeting for June in order to meet the deadline of those items that require approval or if we will wait until the regular scheduled meeting on July 26th.

There being no further business the meeting adjourned at 6:15p.m.

Minutes submitted by Allison Speegle



Jim Turner, Chair



Michael Tubbs, CEO