

**Span, Inc.**  
Board of Directors Meeting  
January 25, 2017  
11:30 a.m.  
*At Span, Inc. offices*

**MINUTES**

**Attending** – Board Members: Amanda Gardiner, Kathy Butler (Secretary), Glenn Kimball (Chair), James Hilton (Vice-Chairman), Bill Thomas, Thom Campbell and Georgia Leech

**Absent** - Rick Woolfolk, Anil Keswani (Treasurer), Ron McGriff, and Roger Muckel

**Staff** – Deb Robertson (Executive Director), Kristine Herrera, Nic Gray, and Cliff Splawn

Meeting was called to order at 11:37 a.m. by Glenn Kimball.

**Minutes** –Bill Thomas moved and Georgia Leech seconded a motion to approve the minutes of the November 30, 2016 meeting. Motion carried unanimously.

**Financial Report** – Cliff Splawn presented the financial report. The target for the month was 25%. Revenue was above budget at 26.34%; General Expenses were over budget at 28.79%. Program Expenses were over budget at 26.36%, and Payroll Expenses were under budget at 23.81%. We are \$28,517 in the black for the month/year. Expenses for pet meals were higher than budget due to having to purchase pet food. The storage shed had a pest infestation in November and all stored food had to be discarded and new food purchased. Payroll expenses were under budget due to staff changes: two positions were open until this month. We have 86 days in reserve. Thom Campbell moved and Bill Thomas seconded a motion to accept the financial report. Motion carried unanimously.

Cliff reported that the annual audit is still ongoing.

**Nutrition Services** – Deb announced that Kristine Herrera has been promoted to the position of Senior Services Program Manager following the resignation of Kristen Keeth in December. Kristine reported that congregate meals were down slightly in December and Home Delivered meals were up. The pet food storage unit is now ready to accept pet food donations in unopened bags as well as money for pet food. Kristine plans to start working on opening congregate meal sites at Fair Oaks of Denton (on Latimore St.) and Pecan Place (on Locust St.) in Denton.

**Transportation** – Deb Robertson reported that the ITS procurement contract, previously worked on by Max Calder, is now being worked on by the Council on Governments. They hope to go live in summer 2018.

Deb also announced the hiring of Roger Muckel as our new Mobility Manager. He has 12 years' experience with Greyhound Bus company. Roger was not present due to being in Austin at a transportation meeting.

**Executive Director's report** – Deb Robertson asked if anyone wanted to receive forms to donate to the United Way. She also said that we are ready to launch a “transit” page on Facebook. Everyone was encouraged to “like” and “share”. Bill Thomas suggested that we post our Facebook address on the inside of our buses. Deb also reported that we have someone working to fix some problems with our website pages. The staff is also working on getting a new phone system to replace our old copper lines since the office phone system is frequently out of service.

**Governance Committee** – Glenn Kimball reported that Vicki Peake has resigned from the board. We have several open positions on the board and need to be recruiting. Glenn asked that we send him names of people who might be interested. He also distributed the needs assessment master worksheet to help us see that type of gaps we have on the board.

**Fundraising Committee** – Ron McGriff was absent; so Deb provided the report. The results from the year-end solicitation letter were up 50% from last year. We received \$15,000 in 2015 and \$20,000 in 2016. We do not have money for the proposed direct-mail campaign in the budget yet.

We received \$10,000 from the Denton Benefit League and \$10,000 from the Flow Hospital Foundation; and money from the King Foundation is coming.

**New Business** – Deb announced that we have a new staff car – a 2017 Ford Fusion. Amanda was thanked for providing the meal. Kathy will provide the meal next month.

Meeting was adjourned at 12:20 PM. The next meeting will be February 22, 2017.

The above minutes were approved by the Board of Directors on \_\_\_\_\_, 2017.

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Kathy Butler, Secretary

