

L.E.A.P Organization

Board of Directors Meeting

December 10, 2011

In Attendance: Tamira Cole, Ariel Stephens, Rich Garrett, Leo Millan, Treva Gordon, and Richard "Reason" Garrett

The meeting began at 11:10AM with opening prayer by Treasurer Rich Garrett. President Tamira Cole went over meeting agenda and then turned it over to Reason for the operations report. Reason began with an update on LEAP paying the balance Sherry owed Millan Enterprises of \$253.70 and that after the payment was made Sherry came in and made a payment. Leo said as she paid down the debt, LEAP would be reimbursed what we spent. The board members each discussed ways to modify the housing program to make tenants more accountable before accepting the housing unit in New Providence from Millan Enterprises. It was agreed to hold a special housing committee meeting in January to develop the housing program guidelines so that we can move forward. Requests will be sent to Tamira Cole, Jennifer Kready, Leo Millan, Rich Garrett, Reason Garrett, and Rita Arancibia to attend the meeting.

Reason also advised the board of 3 prospects interested in implementing the child care program. He also mentioned Rhonda Clemmer working to start another youth career development training class and looking at possibly implementing different evidence based career development class that can be computer based to reduce training cost. Workforce Essentials has been sending interns to work as administrative assistants and receptionists for LEAP. They are also willing to send interns to help with the child care program once we get that up and running. He also gave an overview of the 1st Quarterly Grant Advisory Board Meeting and advised members of the meeting minutes being emailed to them.

The last item Reason discussed was funding. He discussed the process in which the grant funding is on a reimbursement basis for pre-approved expenses and how LEAP has to use a line of credit from the bank to make purchases then submit a request to be reimbursed. While waiting to be reimbursed LEAP is being charged interest from the bank. Because of this, it is important that LEAP continues to seek out other funding sources to cover interest charged as well as other LEAP expenses that the grant will not cover. Reason also discussed reports of community members designated their United Way contributions for LEAP and the progress with the \$5 Housing Campaign.

Events was the next item discussed. The next LEAP sponsored event will be our Step & Dance Competition on March 17, 2012 at West Creek High School. We have already begun sending out letters to teams and inquiries to prospective sponsors. A December Newsletter was emailed and distributed containing all the upcoming events and community service projects.

Tamira discussed the revised Constitution and the board voted in agreement to amend the revised constitution and increase the Executive Directors purchase authorization to \$100 without board approval except whereas expenses are pre-approved by the grant. Tamira then introduced the board evaluation form. Board members expressed why they voted on certain metrics and ways we could improve. Reason mentioned more structure, workshops, and clear objectives for each member. Tamira mentioned defining specific responsibilities for each member. Rich discussed areas of opportunity for board to be involved in fundraising to provide additional income aside from the grant. Treva expressed her views on the great progress the board has made and her thoughts on the board members feeling involved in the operations. Leo discussed developing committees to help with fundraising for various programs.

Board members then evaluated Reason. The biggest areas board members discussed were Reason doing a better job of delegating tasks to other members of the organization and having a checks & balances with ensuring that he is not overloading his personal schedule with meetings & events.

Rich Garrett provided an overview of the LEAP Financials. Discussed \$3,553.32 in Checking, \$472.07 in savings, and \$300.18 in paypal account and discussed line of credit balance being \$3,600 that must be repaid as quickly as possible to avoid high interest being assessed.

Tamira recapped upcoming events and activities.

- December 13th – Read to kids at Kleeman Center @ 3 pm
- December 19th – Reality Check @ Alternative School
- December 20th - Perform Night Before Christmas at Kleeman Center @ 6 pm
- December 21st – Visit Dogwood Nursing home and pass out tissue & socks
- December 28th – Reality Check @ Emmanuel Center

Treva Gordon closed the meeting in prayer at 11:06 am.