



Community Resources Council of Shawnee County, KS, Inc.

Board of Directors

Meeting Minutes

June 1, 2010

Location: Washburn Institute of Technology, 5724 SW Huntoon, Topeka, KS

Members Present: Karen Peterson, Sherri Gibson, Tom Harkness, Joe Hodgson, Roxanne Kelly, Lenora Kinzie, Ralph Krumins, Sherry Lundry, Lisa Martin, Don Perkins, Akilah Scott, David Shriver

Staff Present: Nancy Johnson, John Castello, Leah Durst, Sylvia Hopper, Linda Wakefield

Guest: Vann Anderson, Larry Montgomery, Matt Gassen

Karen Peterson called the meeting to order at approximately 5:17 p.m. Introductions were made. Matt Gassen was attending the meeting as a prospective board member.

Meeting Minutes

Minutes of the May 4, 2010 Board Meeting were motioned for approval by Tom Harkness and seconded by Roxanne Kelly with one noted correction. Under Awards of Excellence, Shannon Reilly is with Topeka Civic Theater, not TPAC. Minutes were approved with correction.

Financial Report

It was noted that City of Topeka is current with payments. Finance report dated May 31, 2010, was motioned for approval by David Shriver and seconded by Tom Harkness. May 2010 Finance Report approved.

Executive Director's Report

- **Restructure Community Resources Directory** – Have begun to work with Tara Dimick to sell advertising for the CRC Directory. Will approach various groups including TIBA (Topeka Independent Business Association). Advertising will go in the back of the directory. Projected prices will be: \$50 for a square; \$200 for one-half page; \$400 for a full-page ad. Will start selling advertising in July. The plan is to give away one copy of each directory to advertisers. As this is a change in procedure, approval is needed. A motion was made to start selling advertising spaces in the CRC Directory and each advertiser would receive one free copy of the directory. Roxanne Kelly made the motion and Sherry Lundry seconded. Motion was approved. The directory will not be made available electronically in 2011. Copies will be printed again using TARC Industries.
- **Instant Atlas** – The process is taking longer than anticipated. The plan is to shift staff to allow for additional data entry work. Would like to have two to three topics completed that would allow CRC staff to demonstrate how the program could be developed and implemented in other counties. Will use a summer workforce student to help with data input.
- **CRC Website** - Hopefully everyone has taken a look at the new version of the CRC website. Have been working with Lisa Martin to update the Shawnee Summer Scorecard section.
- **Staff Insurance Rates/Coverage** - Working with BlueCross/BlueShield regarding insurance costs, the various plans including Health, Dental and Cancer coverage, deductibles, etc. The costs will probably be much higher next year. Have contacted another company for a bid for comparable coverage.

- **City Budget Request** – Would like to ask City of Topeka to fund a full time position to support Instant Atlas project. City budget will be very tight in 2011.

Board Committee Reports

- **Executive** – Met on May 21, 2010 to plan June meeting.
- **Membership** – Now part of new funding and working on awards event.
- **New Funding** – CRC Awards of Excellence event is progressing, however we do not have any event or award sponsors yet. Save the Date information has been distributed. Additional cards were passed among members. The theme will be movies; each table will have a different movie genre or represent an actual movie. Jen Miller has a connection to someone at the old Westridge Theater and it has much of the furniture and equipment still sitting in the old location. Some may be used as decorations. Jen Miller has also been lining up businesses to visit to solicit sponsorships. Nancy Johnson will try to attend these meetings and requests that any board member who has a connection with specific companies or staff member to accompany Nancy and Jen on these visits. Board members are encouraged to purchase a table or make a request of a group or business to purchase a table.
- **Marketing** – New CRC logo will be used on stationary and other CRC products to help identify CRC projects. It was suggested that CRC increase their social marketing efforts to include Facebook. Sherry Lundry and Ralph Krumins will work on this.
- **Board Development** – No additional report.

Old Business: None

New Business:

- **Board Members** – Matt Gassen provided more information about himself and projects that he is currently involved with including: MTA, Jayhawk Theater project, Heartland Healthy Neighborhood, Community Gardens. Matt provided details about Community Gardens projects throughout Topeka/Shawnee County and future projects in the works. Matt will confirm with Nancy Johnson his interest in becoming a CRC Board Member. Nancy has also contacted Charlene Robuck regarding possible board membership, but she is currently very involved with the NOTO project.

Announcements and Adjournment

No announcements.

Motion for meeting adjournment was made by Roxanne Kelly and Sherri Gibson seconded. Meeting was adjourned at 5:51 p.m. Following a brief break, the Board reconvened for a retreat conducted by consultants, Vann Anderson and Larry Montgomery, who reviewed the goals and committees established last year including their progress. They also went through a publication, *Ten Basic Responsibilities of Nonprofit Boards* to stimulate thinking and discussion.

Next meeting will be July 6, 2010.

Minutes prepared by Lenora Kinzie, Secretary.