

CRC Board Meeting Minutes
September 7, 2010

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

Staff Members Present: Nancy Johnson, Sylvia Hopper

Guest: Gayle Anderson, CPA – Auditor (Anderson & Eldridge, P.A.)

AGENDA	DISCUSSION	FOLLOW UP
1. Call to Order	Meeting called to order at 5:27 p.m. by Akilah Scott in Karen Peterson's absence.	
2. Introductions		
3. Review of Minutes	Minutes of the August 3, 2010 meeting were sent prior to meeting. (Karen Peterson arrived and assumed responsibility for the meeting).	Roxanne Kelly moved to approve August minutes, Don Perkins seconded. Minutes were approved.
4. Financial Report <ul style="list-style-type: none"> • Auditor Report 	Gayle Anderson, CPA (Anderson & Eldridge, P.A.) has served as CRC auditor for nine years and he noted progress made under new Executive Director's tenure. He also noted that times will be tight for nonprofits and governmental agencies. Tax levies will not be raised. <ul style="list-style-type: none"> • Auditor report summary was presented using SAS No. 115 Communication form, as this must be reported to the board of directors. <ul style="list-style-type: none"> - Deficiencies noted in CRC internal control included Financial Statement Preparation, depreciation not recorded, and interest on a few CD's was not recorded. • Possible suggestions to improve deficiencies were noted in findings, but he noted that financial accounting was much improved over previous years. The consistency was valuable to CRC. • The report compared 2008 to 2009 changes effecting CRC finances including moving funds to Project Topeka agency, Human Services grant and United Way. • CRC should be able to survive on net assets for 6-7 years. • Need to be aware that CRC may need to change from filing with 990EZ form to the much longer (possibly 64 pages) 990 form. CRC management will be required to complete some of the long form, as the auditor cannot. 990 will require breakdown by program, administrative, fundraising, etc. • Need to be looking for a new auditor and he would suggest a smaller firm because of the size of CRC and costs. Nancy thanked Gayle for his hard work. He relayed again the great changes within CRC.	David Shriver moved to approve auditor report, Akilah Scott seconded. Auditor report for year ending December 31, 2009 was approved. CRC needs to stay current on accounting and reports to help prepare for annual financial statement. Depreciation needs to be recorded on a monthly basis. Discussion about getting groups of individuals, nonprofits together to use the same auditors to save money.
<ul style="list-style-type: none"> • CRC Monthly Financial Report 	August budget/financial report was presented. There were no questions. Excellent job with new format. Board members like the comparison from last year.	Don Perkins moved to approve August budget/financial report and David Shriver seconded. Motion was approved.
5. Executive Director Report	<ul style="list-style-type: none"> • New Employee: GR Laughlin was not able to attend tonight. He will be a good fit for CRC and also brings grant writing experience. • Reviewed the letter to the editor that appeared in the Capital Journal that was critical of 	

	<p>CRC and other similar agencies. This letter was in response to letter sent by Karen Peterson on behalf of CRC noting the impact of reduced city funding for many social service agencies and possible strategies to help these agencies. A number of comments on the CJ blog were positive and Barry Feaker sent a nice letter in support.</p> <ul style="list-style-type: none"> • County funding meeting was long and draining. Nancy will attend another county session on Thursday, Sept. 9th. Will discuss having CRC in a separate contract from city. 25% of CRC's funding request was cut from the city budget. • Nancy plans to meet separately with Norton Bonaparte and Deborah Swank to discuss funding. • United Way will not have any panels this year. They will focus on their four areas of concern. • There will be no staff pay raises in upcoming year. Need to look at ways to give staff some type of perks. They are looking at other ways to reduce expenditures, dropping subscriptions, not attending meetings, not renewing professional memberships, etc. • Nancy shared the recent feature about her in TK magazine. Great photo taken by Washburn Institute Technology students. • Working on the names for upcoming board members. • Nominations deadline for CRC Awards has been extended. Please consider nominating individuals or businesses. CRC website and Facebook have information about nominations. Capital Journal has been sent information. Nancy will be on WIBW TV and radio to plug the Awards event. • Nancy would like to submit to be part of Leadership Kansas. Option might be to ask for a scholarship due to funding issues. 	
6. Committee Reports	<p>Board Development: Joe Hodgson Subgroup met on July 16th with Marsha Sheehan, Chamber of Commerce, to discuss names of potential board members. People were categorized by strengths such as community service, marketing, financial development and volunteering. Group will meet on Sept. 8th to discuss possible board members. Chris Irwin from United Way will advertise our need to people who have completed the UW board leadership training to see if any might be interested. Previously there have been Washburn students on the board. Will consider adding them back.</p> <p>CRC Awards: Lenora Kinzie, Akilah Scott Updated the group on plans, which include Shannon Reilly as MC. He will introduce winners with a funny skit. Promotional e-blasts will be going out through the next few days. Nomination deadline has been extended to Sept. 13th so please consider completing a form. Also please continue to contact table sponsors. More than 20 tables have been sold. We can get in the Ramada ballrooms at 8 a.m. on Monday, October 25th to decorate. May need your help with this and possibly if you have a pickup, some help moving items in and out.</p>	
7. Old Business	None	
8. New Business	<p>Whistleblower Policy: There are some typos that need to be fixed. Terminology such as Executive Director needs to be consistent throughout the document. People need to know that they can report issues without fear of repercussions.</p>	<p>Motion to table discussion of Whistleblower Policy to October meeting was made by David Shriver and seconded by Roxanne Kelly. Motion to table approved.</p>

	Confidential Information/Non-Disclosure Policy: David Shriver noted that he has a Conflict of Interest Form he will share.	Sherry Lundry moved to approve Confidential Information/Non-Disclosure Policy, Roxanne Kelly seconded. Policy was approved.
9. Announcements	25 people attend CRC Candidate School held August 28 th at the public library. Nancy Johnson is working with the East Topeka Coalition and finding this interesting.	
10. Adjournment	6:30 p.m. meeting adjourned.	