



Board Meeting Minutes
October 29, 2015

- I. The Call to Order was initiated by Sandra Webb at 7:00 PM in the absence of Andy Phucus. Instead of an opening prayer Sandra read a letter from Andy.
- II. Sandra Webb read the Lawrenceville Co-Op's Mission Statement.
- III. Linda Freund introduced the new Faith Community Nurse, Lorna Fagan and everyone in attendance introduced themselves.
- IV. The Minutes from the July 23, 2015 meeting were approved without additions or corrections: Motion by Elaine Schwartz and Seconded by Rod Baker
- V. Treasurer's Report (attached): The report was prepared by Kerri Draper and presented by Sandra Gustavson. Sandra reported that the Co-Op has so far received financial contributions of about 80% of what was received last year at this time. Emergency housing expenditures are up, and of the number of pantry items acquired, 70% came from donations as opposed to 59% last year. The bank balance is up from last year by \$76,000.
- VI. Director's Report (attached): Linda Freund read the Director's Report. She will be asking for volunteers to go through the 6 hour Red Cross training so that the Co-Op may access Gwinnett County resources in connection with the warming stations pilot project this winter.
- VII. Old Business:
 - A. Bylaw Restatement (attached): Sandra Gustavson explained the proposed restatement and answered questions from Board members. The following motion was moved by Sandra, seconded by Mary Brooks, and approved unanimously by the Board:

Resolved, that the proposed restated bylaws for The Lawrenceville Cooperative Ministry, Inc., as distributed to Supporting Churches on September 23, 2015, be approved, with an effective date of January 1, 2016.

- B. Report from First Baptist Clothing Mission: Joan Beard reported that the Clothing Mission has had so many good donations that they are doing exceptionally well. She did ask for hygiene bags for the homeless population, and coats and winter outerwear.

viii. New Business:

A. Nominating Committee Report (attached): Sandra Gustavson presented the Nominating Committee's recommendations for several positions, consistent with the new governance structure that goes into effect in January 2016. The following appointments were all approved unanimously:

2016 Board Members with 3-year terms through 12/31/18:

Andy Phucas, McKendree UMC
Sandra Webb, Lawrenceville First UMC
Lynn Torak, Gwinnett Church of Christ

2016 Board Members with 2-year terms through 12/31/17:

Elbie Ancona, Gwinnett Community Church
Elaine Schwartz, Amazing Grace Lutheran Church
Mary Brooks, 12Stone

2016 Board Members with 1-year terms through 12/31/16:

Rod Baker, Lawrenceville First Christian Church
Sandra Gustavson, Christ the Lord Lutheran Church

2016 Officers (1-year terms through 12/31/16):

President: Andy Phucas
Vice President: Lynn Torak
Secretary: Elbie Ancona
Treasurer: Sandra Gustavson

Board Appointments to 2016 Church Advisory Council, to be supplemented by Others to be Named by Supporting Churches:

Joan Beard, First Baptist Church of Lawrenceville
Dana Champagne, St. John Neuman Catholic Church
Sheelagh Sacks, Gwinnett Church of Christ
Jay White, Lawrenceville First Christian Church
Cliff Ramos, Lawrenceville First UMC

2016 Committee Appointments:

Program Advisory Committee – Rod Baker, Barbara Cabaniss, Sandra Webb, Mary Brooks, Andy Phucas

Finance and Audit Advisory Committee – Sandra Gustavson, Glyn Richards, Jay White, Hank Hankins

Compensation and Staffing Advisory Committee – Elaine Schwartz, Sandra Webb, Sandra Gustavson, Andy Phucas

Governance Advisory Committee – Sandra Gustavson, Andy Phucas, Lynn Torak

- B. Thursday, February 11, 2016, 7PM is the decided date for the first Church Advisory Council meeting.
- C. Director's Salary Discussion & Recommendations for 2016 (attached): Prior to the discussion on this topic, Co-Op staff (Linda Freund and Lorna Fagan) and Am Freund dismissed themselves from the meeting and were not present for any portion of this discussion. Sandra Gustavson presented data compiled by the Executive Committee regarding compensation for directors of other cooperative ministries in Gwinnett County, as well as the following three Atlanta area nonprofits with similar total revenue to the Lawrenceville Co-Op: Midtown Assistance Center, Furniture Bank of Metro Atlanta, and the Atlanta office of Food Security for America.

On behalf of the Executive Committee, Sandra moved that the Executive Director receive a 6 percent salary increase, beginning January 1, 2016. This increase will make the Executive Director's compensation similar to that of full-time directors for organizations included in the analysis. The total compensation will also represent a similar percent of total revenue as that expended by the same organizations. Because they were not able to attend this Board meeting, Co-Op President Andy Phucus and Vice President Lynn Torak sent supportive comments which were read to the Board. Elaine Schwartz called for a vote. The recommendation was passed unanimously.

Upon the staff's return to the meeting, Sandra Webb expressed the Board's appreciation to Linda and communicated the action that had been approved.

- D. Appreciation Gift to Bookkeeper Keri Draper: Linda Freund and Sandra Gustavson both recommended the \$500 gift as a token of appreciation. It was moved by Sandra and seconded by Elaine Schwartz and passed unanimously.
- E. Sandra Webb asked for churches to do food drives and give generously.
- F. Linda asked if any churches have a Health Ministry. If so, they should be alerted that the Co-Op now has a Faith Community Nurse, with whom they may want to coordinate.
- G. Sandra Webb read an email message from Andy Phucus and reminded attendees that the next Board meeting is Thursday, January 28th, 2016 at 7PM.
- H. Lorna Fagan closed the meeting in prayer.
- I. The meeting adjourned at 8:40PM.

Respectfully submitted,

Elbie Ancona –Board Secretary