CENTRAL COMMUNITY ASSISTANCE FOUNDATION

Regular Board Meeting

ORDER OF BUSINESS

Date: January 20, 2011 Time: 4:00 pm

Place: Central Intermediate School

Presiding Officer: Ronnie Devall

I. Call to Order

Chairperson Ronnie Devall called to order the regular meeting of the Central Community Assistance Foundation Board of Directors on Thursday, January 20, 2011 at Central Intermediate School’s classroom.

II. Roll Call

Ron Erickson conducted roll call. Present were: Frank Ard, Ron Erickson, Bob Lansing(4:03p.m.), Dick Metz(4:12p.m.), Jeff Stanfield, Janet Stevens, and Rhonda Taylor. A quorum was present. Absent – Terry Hebert.

III. Acceptance of Minutes

A motion was made by Jeff Stanfill and Seconded by Frank Ard to accept the minutes of the December 2, 2010..

IV. Report by Officers

Chairman – Reported on research done for P. O. Box and the cost coming in at around $102.00. Is researching getting a cell phone for CCAF.

Vice-Chairperson – Announced that a 6’X10’ Storage facility has been donated to CCAF. The steering committee has held two meetings so far.

Treasurer’s Report – $7,524.39 have been donated thus far. After expenses(see Income Statement) we have a balance of $6,689.39.

Secretary - None

V. Report by Standing Committees

A. Communications – Brockwell Bone stated that the website would be

ready to launch by February 15. The press kit that they are working on

is just about finished as well.

B. Clothing – Donna McCaskill reported that they helped a family that had

loss due to a fire. Coats have been donated through the group BNI.

C. Education – Peggy Faulk discussed some concerns that the committee

had about tutoring procedures. They are surveying schools to see

what the need for backpacks may be since it is the start of a new

semester. For getting product it was suggested that they contact

Georgia at Walmart.

D. Food – Lynn Dawson no report.

E. Fund Raising – Debbie Cooper nothing to report at this time.

F. Housing – Janice Green reported that they are in the process of

formulating policies and procedures for housing..

VI. Old Business

A. Articles and Ads about CCAF

Mr. Devall met with directors of the local papers and requested that if

articles or ads were to be run about CCAF we would like to proof them

first.

B. Janet Stevens made a motion that the agenda be amended to discuss

the old business of LANO(Louisiana Association of Nonprofit

Organizations) and a cell phone for CCAF. Motion was seconded by

Bob Lansing and passed.

C. Janet Stevens discussed the group LANO and the benefits of joining

the organization. Jeff Stanfill made a motion that we allow Janet

Stevens to sign CCAF up for the LANO at a cost of $100.00. Ron

Erickson seconded the motion and it passed.

D. Ronnie Devall discussed the importance of having a phone number for

CCAF. The call forwarding would rotate among the board members

so that no one person would be totally responsible for fielding all calls.

A motion was made by Janet Stevens that we authorize Mr. Devall to

get a phone. Motion was seconded by Bob Lansing and passed.

VII. New Business

A. Consider a motion to set a standard meeting date: Third Thursday each

month at 4 p. m. Jeff Stanfill made a motion that we meet on the Third

Thursday of each month, 4p.m., at Central intermediate School. Ron

Erickson seconded, the motion passed.

B. Janet Stevens discussed the Requisition form and the need to amend

the form and take appropriate action to utilize the form using

appropriate procedures. Jeff Stanfill made a motion that the

Requisition form be sent out to all the Board members to approve and

then be sent to Frank Ard. Mr. Ard would then have authority to use the

form for dispersal.

C. Discuss and take action on a Case Manager for families-in-need.

Rhonda Taylor made a motion that Donna McCaskill serve as Case

Manager and Janet Stevens as the Alternate, until we have policy and

procedures in place. Bob Lansing seconded and motion passed.

D. Discuss and take action to Trademark the CCAF logo. Ron Erickson

suggested that it might be a good idea to trademark our logo but that

we would should defer this item until we get the cost of acquiring the

trademark. Janet Stevens made a motion to defer, Bob Lansing

seconded and the motion passed.

E. Discuss and take action for adopting Robert Rules of Order.

Discussion was held as to whether or not this is something we would

want to adopt at this time. Ron Erickson made motion to have the

chairman appoint a committee to research and study what would work

best for our board meetings. Dick Metz seconded and the motion

passed. Jeff Stanfill was appointed by Chairman Ronnie Devall and

charged with forming a group to look over our options and bring back a

report to the board in February.

F. Discuss setting up a trust or set aside for funds. Discussion was held

on the issue but no action was taken.

G. Discuss and take action on the next steps for policies and procedures,

Policy Manual. Janet Stevens handed out and discussed the work

completed thus far by the committee on the Policy Manual. Ron

Erickson made a motion that the board look over the manual and give

feed back to Janet Stevens in two weeks. Dick Metz seconded and the

motion passed.

VIII. Announcements and Recognitions

Frank Ard told everyone about an available 501(c) 3 conference to be held

in New Orleans.

IX. Adjournment

Motion to adjourn was made by Bob Lansing and seconded by Dick Metz.

Motion passed and meeting was adjourned at 5:14p.m.

Minutes submitted by: Ron Erickson Sr.

Secretary of the CCAF Board of Directors

Approved:

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Chairperson of the CCAF Board of Directors