



Darlington County First Steps Partnership Board of Directors Meeting
The Greater Hartsville Chamber of Commerce, Duke Energy Conference Room
April 12, 2016- 5:30PM

MINUTES

This meeting was held within FOIA and ADA Compliance. Board Meetings are open to the public and meeting minutes are kept on file in the office of Darlington County First Steps and are available to the public for review.

Board Members Present: Alvin Heatley, Beth Campbell, Crystal Gardner, Diane McIver, James Jackson, Jimmie Epling, Sharman Poplava, Thomasena Davis, Tracy Redfearn, Winfred Herrington

Board Members Absent: Allison Baker, Alma Harris, Lucretia Bellamy (all excused absences)

Staff: Darnell McPherson, Patricia Sullivan, Brenda Ayers, Patricia Bailey,

Guest(s): N/A

	Discussion	Outcome/Action	Responsible Person
1. Call to Order, 5:35PM			Board Chairman, Alvin Heatley
2. Invocation			James Jackson
3. Acknowledgment of Guest/Staff and Roll Call			Board Chair
4. Approval of Agenda and February 9, 2016 Minutes		Motion to approve- Winfred Herrington Seconded by- Crystal Gardner	All members on roll call voted yes.

<p>5. Review of Chairman's Report</p>	<p>Dr. Heatley reviewed report and stated that the Community Partners Meeting held April 6, 2016 was instrumental and thought DCFS was doing great work. Heatley also mentioned the pending performance appraisal for executive director.</p>		<p>Board Chair</p>
<p>6. Staff Board Reports</p>	<p>Patricia Bailey reviewed financial report and Crystal Gardner asked if DCFS was alright with the program equipment budget. Bailey confirmed that DCFS is. Bailey then mentioned the difference in the Parents Are First (PAF) budget and DCFS' budget. PAF's budget doesn't end until July 31, 2016 and DCFS ends June 30, 2016.</p> <p>Darnell McPherson reviews executive director report and gave an update on the Diaper Distribution event, putting an emphasis on the diaper need and the diaper gap.</p> <p>Patricia Sullivan reviewed communications report and asked the board if they had any recommendations for how information is relayed. Heatley suggested sending board reports prior to the meeting and Epling suggested using a bullet list of information rather than printing in PowerPoint form.</p>		<p>DCFS Staff</p>

	<p>Brenda Ayers reviewed PAF report.</p> <p>After staff gave reports, Sullivan mentioned the two fundraising events: Belk Charity Sale event on April 30, 2016 and the Big Give Pee Dee beginning May 3, 2016. Heatley then went into discussion of action items.</p>		
<p>7. Action Items- a.) Approval of Fiscal Signatories FY17; b.) Approval of most recent needs and resource assessment; c.) Approval of 2016-17 Resource Development Plan</p>	<p>Heatley suggested listing both the Big Give Pee Dee and the Belk Charity to the resource development plan. The board accepted responsibility and agreed to raise \$1200 for next fiscal year.</p> <p>Board approved the fiscal signatories for Fiscal Year 2017 to remain the same as Fiscal Year 2016.</p> <p>Bailey requested to add Tracy Redfearn as the fourth fiscal signatory.</p> <p>Motion to add Tracy Redfearn as a fourth fiscal signatory- Winfred Herrington</p> <p>Seconded by- Diane McIver</p> <p>McPherson requested to use the most recent needs and resources assessment.</p>		<p>All members on roll call voted yes.</p>
<p>8. Other Items for Discussion/Consideration</p>	<p>N/A</p>		<p>Board of Directors and Staff</p>

9. Adjournment	Motion to adjourn meeting- Jackson Seconded by- Herrington		All members on roll call voted yes. Board Chair, 6:35pm
10. Next Meeting			May 10, 2016- 5:30pm