



Darlington County First Steps Partnership Board of Directors Meeting
The Greater Hartsville Chamber of Commerce, Duke Energy Conference Room
October 13, 2015- 5:30 P.M.
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, Allison Baker, Beth Campbell, Diane McIver, Jimmie Epling , Winfred Herrington, Tracy Redfearn

Board Members Absent: James Jackson (Excused), Crystal Gardner (Excused), Sharman Poplava (Excused), Thomasena Davis (Excused), Alma Harris (Excused), Lucretia Bellamy

Staff: Darnell McPherson, Patricia Sullivan, Patricia Bailey

	Discussion	Outcome/Action	Responsible Person
1. Call to Order			Board Chair, Alvin Heatley Meeting began at 6:35 PM
2. Welcome and Invocation			Winfred Herrington
3. Roll Call of Board Members			Board Chair
4. Approval of Agenda	Heatley asked to receive a motion to add the Belk Charity Sale to the agenda, immediately following the Chairman's Report.	Motioned to approve- Herrington Seconded by- Allison Baker	On roll call, all members voted yes.
5. Approval of September 15, 2015 Minutes		Motioned to approve- Herrington Seconded by- Diane McIver	On roll call, all members voted yes.

6. Chairman's Report	<p>Heatley reviews report mentioning the staff stipends and how he and Darnell McPherson are working on a contingency plan. Heatley reminds the board of the Annual Meeting and presents the idea of having an Early Education event. McPherson mentions the possibility of doing an event that ties in with the Week of the Young Child. Board members began to brainstorm on what could possibly be included in the event and meeting. "Planning is most important when having an event for parents and children. You never know who is watching you and we, the professionals, have to set the example and put some time into this" stated Heatley. Heatley also stated that they should have some ideas to present to begin planning by the November Board Meeting.</p>		
7. Belk Charity Sale	<p>Patricia Sullivan provided all board members with a Belk Charity Packet that included 25 Belk Charity Sale Tickets and other information regarding the event reminding them of the \$5,000 goal for the year and the amount raised during the May Sale (\$1,191). Sullivan also reminded board members that the DCFS Board of Directors adopted the Belk Charity to be the official fundraiser for the organization in November of 2011. Heatley emphasizes the importance of participating in fundraising.</p>		
8. Approval of Amended Bylaws		Motioned to Approve- Baker	On roll call, all members voted yes.

		<p>Seconded by- Winfred</p> <p>*James Jackson voted yes for approval of amended bylaws via phone call, Crystal Gardner, Sharman Poplava, and Alma Harris voted yes for approval of amended bylaws via email.</p>	
9. Approval of Staff Stipends	Heatley states that an Executive Session should be conducted for this act and would address this item towards the end of the meeting. The meeting goes forward.		Board Chair
10. Executive Director's Report and Financial Report	<p>McPherson reviews report, highlighting the Learning Community convening in conjunction with Kershaw County, meeting with Florence Darlington Technical College and their discussions of public transportation, and how Reach Out and Read will be implemented in Darlington County with DCFS being the funders.</p> <p>Patricia Bailey reviews financial report and requests to have approval for an \$8,000 increase on the DCFS credit card. Bailey also mentions that the CPA firm requires that the bill be paid off every month.</p>	<p>Motioned to extend credit card limit to \$8,000- Baker</p> <p>Seconded by- Tracy Redfearn</p> <p>*Crystal Gardner, Sharman Poplava, and Alma Harris voted yes to extend credit card limit to \$8,000 via email.</p>	On roll call, all members voted yes.

	Heatley asked who were authorized to sign payroll and McPherson stated that Alma Harris, Herrington, and Heatley are. Heatley then requested that he remains aware of when payroll is signed and McPherson assured that he would be.		
11. Executive Session	The Board entered into an Executive Session to discuss one-time staff stipends. Bailey, Sullivan, and McPherson excused themselves momentarily and McPherson was called back in towards the end of the Executive Session.	Motion to approve staff stipends- Epling Seconded by- Herrington *James Jackson voted yes for staff stipends via phone call, Crystal Gardner, Sharman Poplava, and Alma Harris voted yes for staff stipends via email.	On roll call, all members voted yes.
12. Next Meeting		November 10, 2015 5:30 PM	Board Chair
13. Adjournment			Board Chair, Meeting adjourned at 6:45 PM